Federal Agency Registration (FedReg)

Software User Manual (SUM)

Version 5.0

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REVISION TABLE

Version	Primary Author	Description of Version	Date Completed
V1.9	Northrop Grumman Information Systems	Replaced screenshots—pages now match new CCR look.	2/28/10
V1.8	Northrop Grumman Information Systems	SJR-0002-10—Change wording in FedReg Users Guide under Agency Location Code	1/8/10
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V1.5	Northrop Grumman Information Technology	CO-142-08 Added test extract file link	11/6/08
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V1.3	Northrop Grumman Information Technology	CO#0019-08: FedReg Registrant active in CCR CO#0021-08: Change link on Extracts page	4/8/08
V1.2	Northrop Grumman Information Technology	CO#0012-08: Changed contact phone number.	2/5/08

Version	Primary Author	Description of Version	Date Completed
V1.1	Northrop Grumman Information Technology	Replaced Figure 4-1, 4-4, 5-4, and 5-14: Removed word, email, from screenshot. Replaced Figure 5-5: JWOD replaced by Ability One (formerly JWOD) Removed two screenshots for Agency Hierarchy change.	12/5/07
V1.0	Northrop Grumman Information Technology	Software User Manual	9/27/2007

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1. SCOPE

1.1 Identification

This document is the Software User Manual (SUM) for Business Partner Network's Federal Agency Registration (FedReg), Version 5.0.

1.2 System Overview

The FedReg system is a repository of Federal Agency data pertinent to procurement and payment for services and products. FedReg involves collecting business information from each agency. FedReg is intended to provide a central database and application suite that records, validates, and distributes specific data about government agencies.

Federal Agency Registration (FedReg) works within the BPN and uses the BPNSE Registration System (BRS) to register federal agency buyers and sellers. This increases federal sellers' visibility in the procurement arena and ensures that intra-governmental transactions are conducted with better information about both partners.

Having good records about federal trading partners is also the first step to solving another problem, federal financial eliminations. Accounting for intragovernmental transactions—fiduciary, exchange, and non-expenditure transfers – has been classified by the General Accounting Office (GAO) as a government-wide material weakness. This hinders true cost transparency and impedes achievement of our goal of a clean opinion on the U.S. Consolidated Financial Statements. The Office of Management and Budget (OMB) has agreed that this weakness must be corrected and has made it a priority.

Each record in FedReg is identified with a unique Business Partner Network (BPN) Number. Most civilian agencies use the Dun & Bradstreet DUNS numbers as their BPN Number. These are used as unique identifiers for individual business locations for federal vendors and federal customers on this registration and any futuretransactions.

This registration is entity specific, not transaction specific. This means the registration should include standard information that does not change regardless of what type of transaction is being conducted (for example the address of the office). The exchange will select the correct piece of information from the registration database when needed.

FedReg was developed in response to President George W. Bush's Management Agenda emphasizing e-government as a key foundation for providing quality services to the public. One of the 24 elements outlined in this e-government solution is the Integrated Acquisition Environment (IAE). The three goals of the IAE are to:

- Create a simpler, common, integrated business process for buyers and sellers that promotes competition, transparency, and integrity.
- Increase data sharing to enable better business decisions in procurement, logistics, payment, and performance assessment.
- Take a unified approach to obtaining modern tools to leverage investment costs for business related processes.

To those ends, the IAE, led by the General Services Administration (GSA), created the Business Partner Network (BPN). The BPN builds on the successes of major procurement support systems like Central Contractor Registration (CCR) and the SBA's ProNet to create a one-stop source for trading partner information. The BPN provides information on all trading partners, including commercial vendors, government buying and selling offices, and grantees.

FedReg is maintained at the Hart-Dole-Inouye Federal Center, Battle Creek, MI, for the Business Partner Network.

1.3 Document Overview

This SUM provides instructions for registering your agency and its offices on FedReg and walks you through some of the common processes of the system. It also includes background information about the system. Questions about this SUM and its contents can be directed to the Help Desk. Please visit http://www.bpn.gov/FAR/FARWeb.aspx and click on the "Help" link on the top navigation bar for more information. Terms and acronyms associated with FedReg are defined in Appendix A. Appendix B outlines upgrades that were made to FedReg as it was being developed.

Underlined text within the printed SUM may indicate a hyperlink for screen viewing which when activated jumps to the indicated location in the SUM. Use the Microsoft Word back arrow button on the Web tool bar to return to the original text area. The Table of Contents is interactive when viewing the document on-screen. Use the Microsoft Word back arrow button on the Web tool bar to return to the Table of Contents.

2. REFERENCED DOCUMENTS

The President George W. Bush's Management Agenda document has been utilized for reference and/or content in various areas of the FedReg SUM:

3. SOFTWARE SUMMARY

3.1 Software Application

FedReg provides federal business partners, both buyers and sellers, the capability to register with the Business Partner Network. Qualified users can create and edit records, search for records in the entire FedReg database or in a single agency. Agency Registration Officials (AROs) can manage users' records within their own agencies: delegate access to a user, delete a user, or remove or modify user access.

3.2 Software Inventory

An operating system installed on a personal computer and a Secure Sockets Layer (SSL) capable Web browser are required for accessing FedReg. Browsers must have cookies enabled in order to access any part of the site.

No special software is required to resume a session in case of emergency. If the personal computer and/or the Web browser are disabled in some way, it may be necessary to refer to the documentation provided with the computer and/or browser.

3.3 Software Organization and Overview of Operation

a. A Web browser able to access the internet is the only software component required at the user location.

a. Response time is the length of time required by the computer to return the results. This time depends on two factors, processing time and network time. Processing time is the amount of time required for the computer to process the transaction. Network time is the length of time required to send the user's request to the BPNSE server and return the results. This time will vary depending on the type and current utilization of the physical connection.

b. Supervisory controls are explained in Section 4. Access to FedReg.

3.4 Contingencies and Alternate States and Modes of Operation

None

3.5 Security and Privacy Considerations

Distribution of information from FedReg is limited to authorized government agencies and contractors.

3.7 Assistance and Problem Reporting

Contact the Federal Service Desk help desk at 866-606-8220. Or email Technical Assistance Team for assistance or to report any problems with the system.

4. ACCESS TO FEDREG

This document assumes that the user is familiar with the basic functions and operations of the personal computer or workstation from which FedReg is being accessed. In addition, this document is written with the assumption that the user has an understanding of the functions and commands of the browser being used to access the FedReg Web site.

4.1 First-Time Users

4.1.1 Equipment Familiarization

Personal computers at various locations have different monitors, keyboards, etc. This manual assumes that users are familiar with the types of equipment being used as discussed in the preceding paragraphs.

a. Normal power-up procedures should be followed for powering up the personal computer or workstation.

b. While the FedReg pages may be displayed on any size monitor, optimum performance and viewing will be achieved with a monitor resolution of 1024 x 768 or greater on a 19" or larger monitor with color settings at high color (32 bit). If the text displayed on the screen appears to be too small or large, or the color of the text seems unusual, consult the browser documentation or set the browser font and color settings to the default settings.

c. The appearance and use of the cursor are governed by the type of computer platform that is being used and the options selected for that specific workstation. Standard operating procedures for using the cursor on the workstation should be followed.

d. Placing the mouse pointer on any active navigation tab or button and clicking once will activate the relevant page. The Tab key may be used for navigation through text-entry fields, tabs and buttons. When using the Tab key to navigate to a field, press the Enter key to activate data entry. Shift-Tab will reverse the direction and allow return to a previous field.

e. There is no special sequence associated with FedReg for powering down the system. After following the application logout procedure, the standard power down procedures for the particular workstation should be followed.

4.1.2 Access Control

Registered FedReg users gain access through the FedReg Home page, https://www.bpn.gov/far. If you have not accessed the system before and you do not have a password, you will need to request access. Users working from a computer with a .gov or .mil domain may search FedReg without registering. Users that select the “Search” option will have read-only access.

To request access, click the “Request Access” link found on the home page as shown in Figure 4-1.

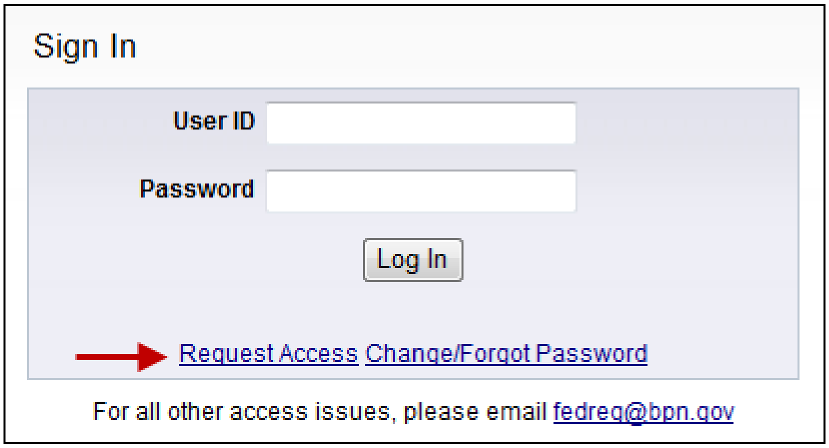


Figure 4 - 1. Request Access link

Clicking Request Access displays the BPNSE Registration System home page as shown in Figure 4-2. Request Data Access is also available from the menus on the toolbar and displays Figure 4-2.

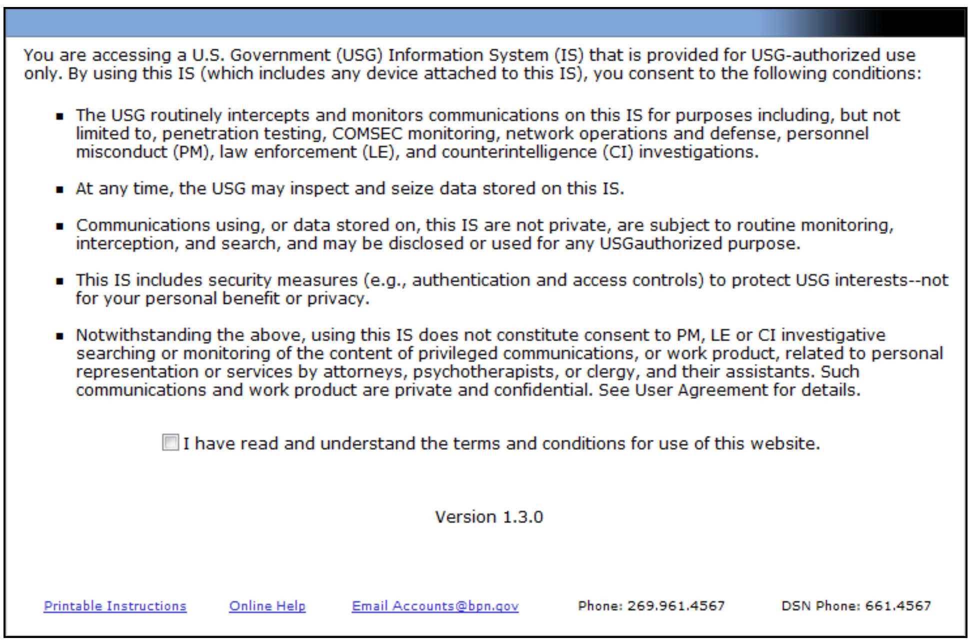


Figure 4 - 2. BPNSE Registration System Page

After reading the terms and conditions statement, select the check box indicating that you have read and understand the terms and conditions for use of this website. The user option links are displayed as shown in Figure 4-3.

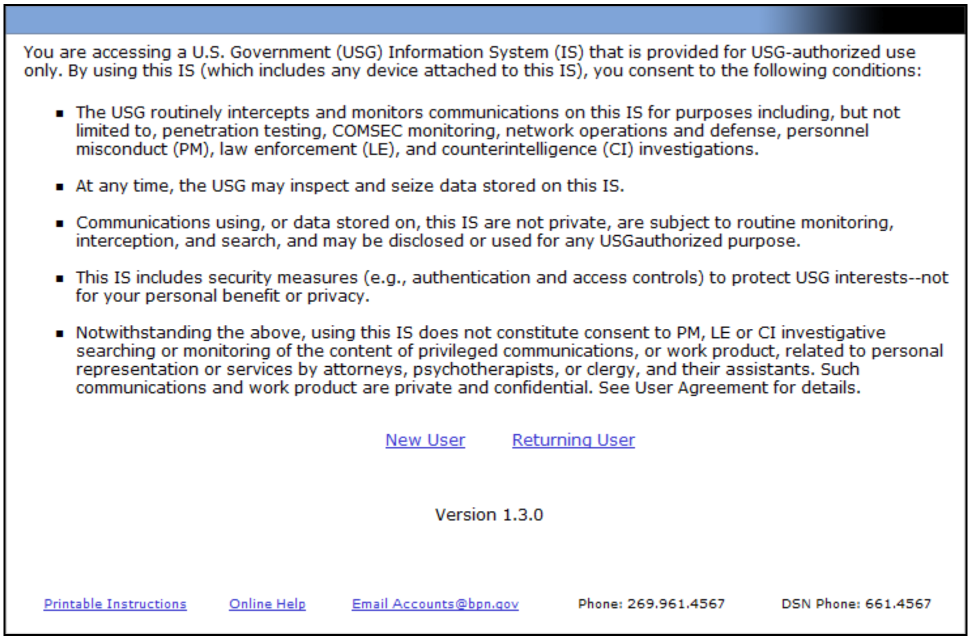


Figure 4 - 3. BRS User Options Displayed

If you have not previously registered for other BPNSE applications, select New User. If you are already registered in the BPNSE system for other applications, select Returning User to add FedReg to your application accesses.

Note: Once you have accessed the BRS application, there are two help links at the bottom of the page that you can use. Click Printable Instructions to print the instructions. Click Online Help for the online help file.

The data you enter and submit will be available to your ARO who will receive an email notifying them of your request. Your ARO can assign you access to an entire agency, a bureau, or an office. Once you have been assigned access, you will receive an email informing you of your access level.

a. Each agency will have at least one Agency Registration Official (ARO). This person is responsible for managing the Business Partner Network (BPN) registration of agency buying and selling organizations engaged in intragovernmental transactions and is always a government employee. GSA processes, validates, and approves ARO appointment requests internally. When approved, an SJR is initiated to process it. AROs are registered with GSA and receive their access directly from the system administrators. The ARO has access to every office record within his or her agency. He or she may also provide access to other individuals in his or her agency to allow them to register their offices directly.

b. Everyone who has a user ID and password access to the site is a User. Users will have been given access to one or several entities within an agency by the ARO. This person is responsible for registering or helping the ARO to register the entity to which they have been given access.

c. You may change your password at any time. Click the link entitled: "Change/Forgot Password." The Change Password page is displayed as shown in Figure 4-4.

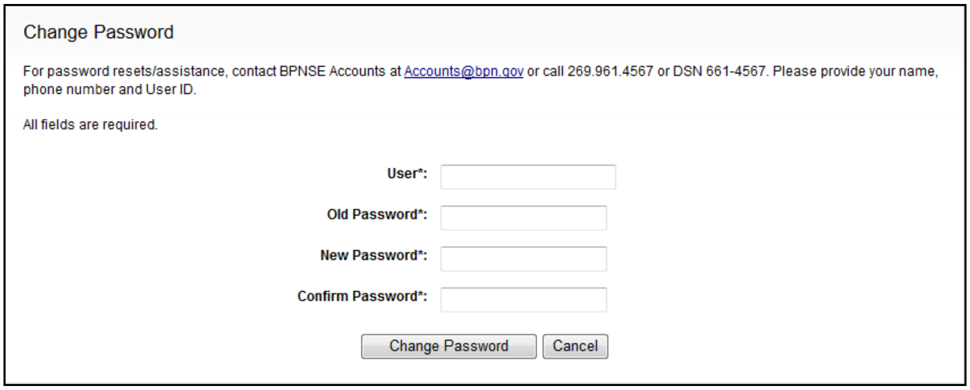


Figure 4 - 4. Change Password Page

Enter your User ID, Old Password, and new password.

When choosing a password, choose a password you will remember. Passwords should be "strong." Each password should meet the following criteria:

- Passwords are case sensitive. For example, if you initially entered your new password as Pass$123, you will not be able to log in to your account if you enter this password as PASS$123.
- Passwords must be between 8 and 16 characters long.
- Passwords must contain at least one of each of the following: upper case alphabetic, lower case alphabetic, numeric, and one special character (! @ # $ % ^ * ( )).
- Passwords must have a letter, either upper or lower case, as the first character.
- Passwords must not be the same as a password used in the last 24 passwords.
- Passwords must not be the same as your user ID or your user ID reversed.
- Passwords should not contain a word that can be found in a dictionary, including proper names.

In addition, passwords will:

- Be changeable by the administrator at any time.
- Be changeable by the associated user only once in a 24-hour period (for end user accounts).

- Not be changeable by users other than the administrator or the user with which the password is associated.

Enter the new password again in the Confirm Password field for verification, and then click “Change Password” to set this as your new password. FedReg then displays the Log in page again. Log in using the new password.

d. If you forget your password, please contact BPNSE Accounts at accounts@bpn.gov to have your password reset.

e. When FedReg records find that a DUNS Number also resides in the Central Contractor Registration (CCR), a message is displayed on the Registration Complete page as shown in Figure 4-5.

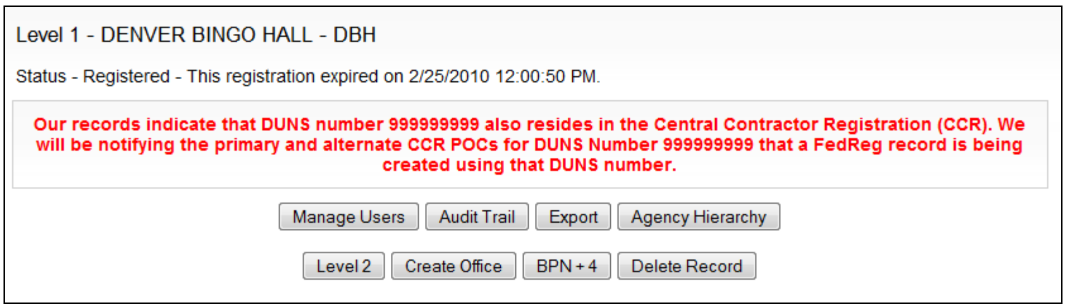


Figure 4 - 5. DUNS Number in CCR Message

4.1.3 Installation and Setup

FedReg is maintained by BPNSE. There is no installation or setup of software required on workstations. Any personal computer or workstation with an operating system and a Web browser installed can access FedReg. Computers at locations with dial-up connections must use a modem to access the Web network.

4.2 Initiating a Session

To access the BPN Federal Agency Registration (FedReg) site, visit the BPN at www.bpn.gov, and click on the Federal Agency Registration link that is found on the left hand side. This will bring you to the Home/Sign In page of the FedReg site as shown in Figure 4-6. You can also go straight to www.bpn.gov/far/.

Figure 4 - 6. FedReg Home/Sign In Page

Enter your User ID and Password and click on the Continue button to log in. A My Agency link is added to the FedReg tool bar. This link will access the highest level agency that the user is associated with. A Log Out link is also added to the menu bar when a user signs in.

4.3 Stopping and Suspending Work

To terminate a session with FedReg, click on Log Out on the tool bar. This brings you back to the Home page. The user can now click on a link on the Home page, close the browser down, or enter another IP address. A user that does not perform a FedReg function for 20 minutes will be automatically logged out of the system.

5. PROCESSING REFERENCE GUIDE

5.1 Capabilities

FedReg provides the capability for United States federal business entities to make inquiries and establish, update, and audit registration information. On FedReg, users can create and edit records and search for records in the entire site or in a single agency. Information is view only if you do not have access to the entity you are viewing.

AROs can manage users' records within their own agency: delegate access to a user, delete a user, or remove or modify a user's access.

The FedReg web site is provided as a public service to government users by the Department of Defense (DoD) and the General Services Administration (GSA). Government users may search for federal business entities without signing in. Federal entities engaged in intragovernmental buying or selling must be registered. Search only is available from the home page and will display results in a read-only format.

Users can also search the entire site to find potential trading partners.

5.2 Conventions

A User ID and password are necessary in order to access the secured section of FedReg. A Search Only option is available from the home page for government users coming from a .mil or .gov domain only to search for federal business entities without signing in.

The site is arranged in a hierarchical format. The levels start at 1 for the Agency (HQ) record and go down as many levels as needed to correspond to the levels in your agency. The first level would be your Agency or Department (i.e. Department of Commerce), the second level would be your bureau or major component (i.e. Census Bureau), and the third level would be an office within a bureau, and so on. On each level there are also "Office" records. These are smaller entities that report directly to the larger entity on its same level (for example an Inspector General's Office would be a Level 1 "Office" reporting to the main Level 1 entity, the Agency record). Please see Figure 5-1 for further clarification.

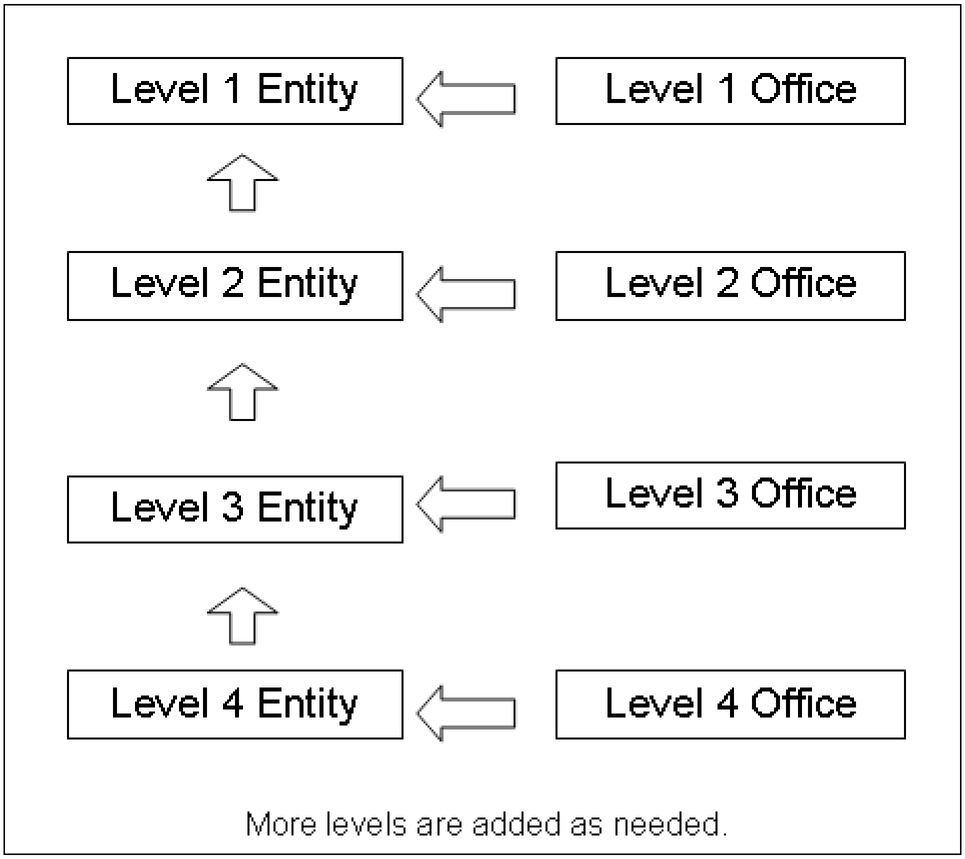


Figure 5 - 1. Federal Agency Registration Hierarchy Diagram

Keep in mind that the labels "Agency," "Bureau," and "Office" are just general terms to provide ease of use and standardization within the FedReg system.

Save Button

When you enter or update a record, you will see a "Save" button at the bottom of each page. Clicking that button saves the information on that page. If you log out while in the middle of the record, the system will save the partially completed record as an actual record. You may access that record at any time to complete it.

Navigation

FedReg Edit pages contain a Cancel button to navigate back to the previous page. Certain pages (such as the Search page, the Help page, etc.) can be bookmarked. The browser's back button and refresh functionality can also be used for navigation.

5.3 Processing Procedures

This section describes the processes for using FedReg. Procedures for use of FedReg are described following this paragraph in Section 5.3.1 through Section 5.3.10.

5.3.1 FedReg Home Page

The FedReg home page is shown in Figure 4-6. From here you can perform a search or request access and sign in. If you have entered FedReg and perform no activity on the system for 20 minutes, you will be timed out and will be taken back to the home page to sign in again.

The home page also has links across the top that allow users to gain other information. The Home page menus are shown in Figure 5-2.

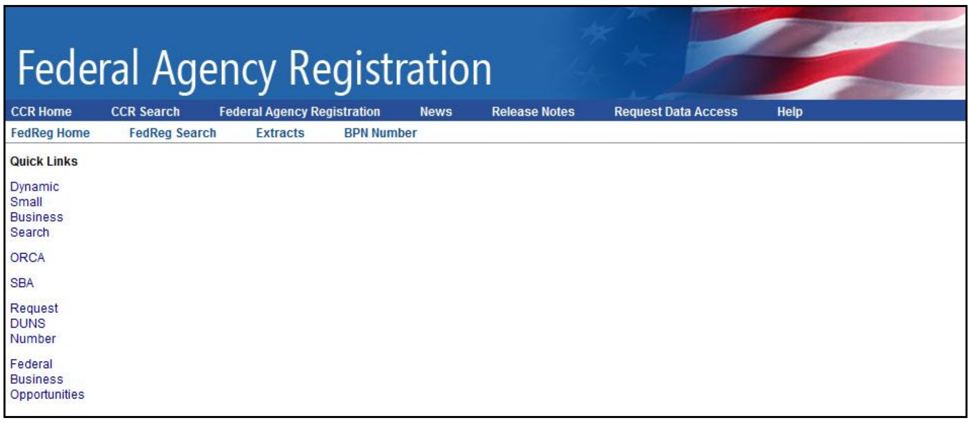


Figure 5 - 2. Home Page Menus

CCR Links

The top links are CCR Links: CCR Home, CCR Search, Federal Agency Registration, News, Release Notes, Request Data Access, and Help.

Selecting CCR Home on the CCR Tool bar displays the CCR.gov Home page as shown in Figure 5-3.

Figure 5 - 3. CCR Home Page

Refer to CCR documentation for more information about using CCR.

FedReg Menu Links

Under the CCR links are the FedReg Menu Links: FedReg Home, FedReg Search, Extracts, and BPN Number.

a. Clicking the FedReg Home link displays the FedReg Home page from within FedReg.

b. The FedReg Search without logging in function is available to users accessing FedReg from a .mil or .gov domain. To perform a search without logging in, select the FedReg Search option on the FedReg menu bar. The FedReg Search page is displayed as shown in Figure 5-4.

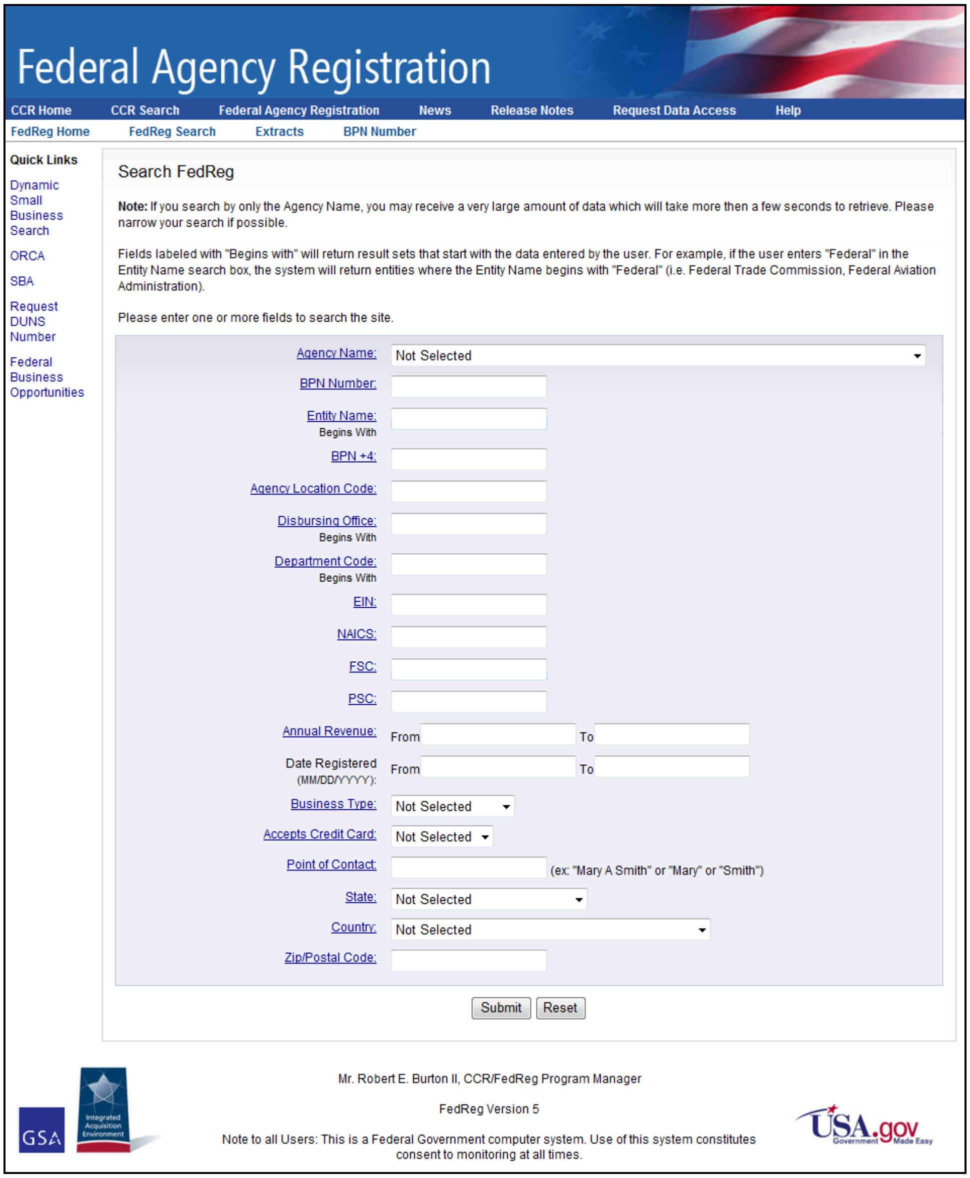


Figure 5 - 4. FedReg Search Page

c. Should you have a need to obtain data stored on the FedReg database, use the Federal Agency Registration Extract Site page as a reference site. Click on the Extracts link to access the Federal Agency Registration Extract Site page as shown in Figure 5-5.

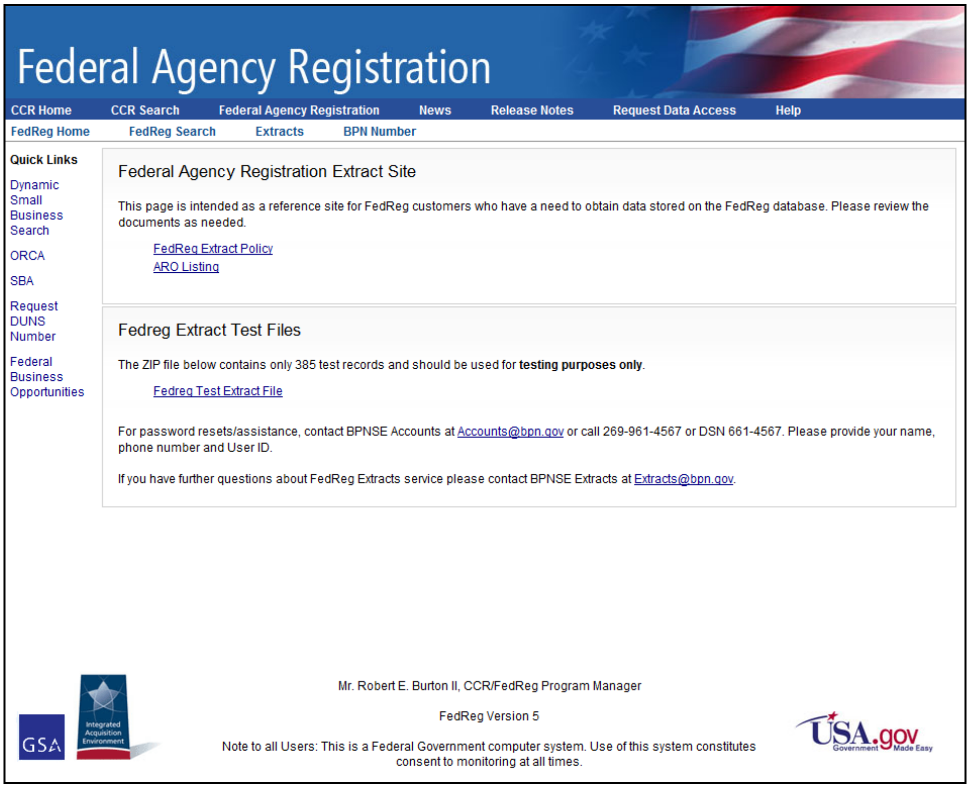


Figure 5 - 5. Federal Agency Registration Extract Site Page

Links are provided for the following documents: FedReg Extract Policy and ARO Listing. Use the FedReg Test Extract File link to download the FedReg test extract zip files.

Contact links are also provided for password assistance and further questions.

d. The “BPN Number” link contains information about what a BPN Number is and provides point of contact information to modify or change an existing DUNS or DoDAAC record. The BPN information page is shown in Figure 5-6.

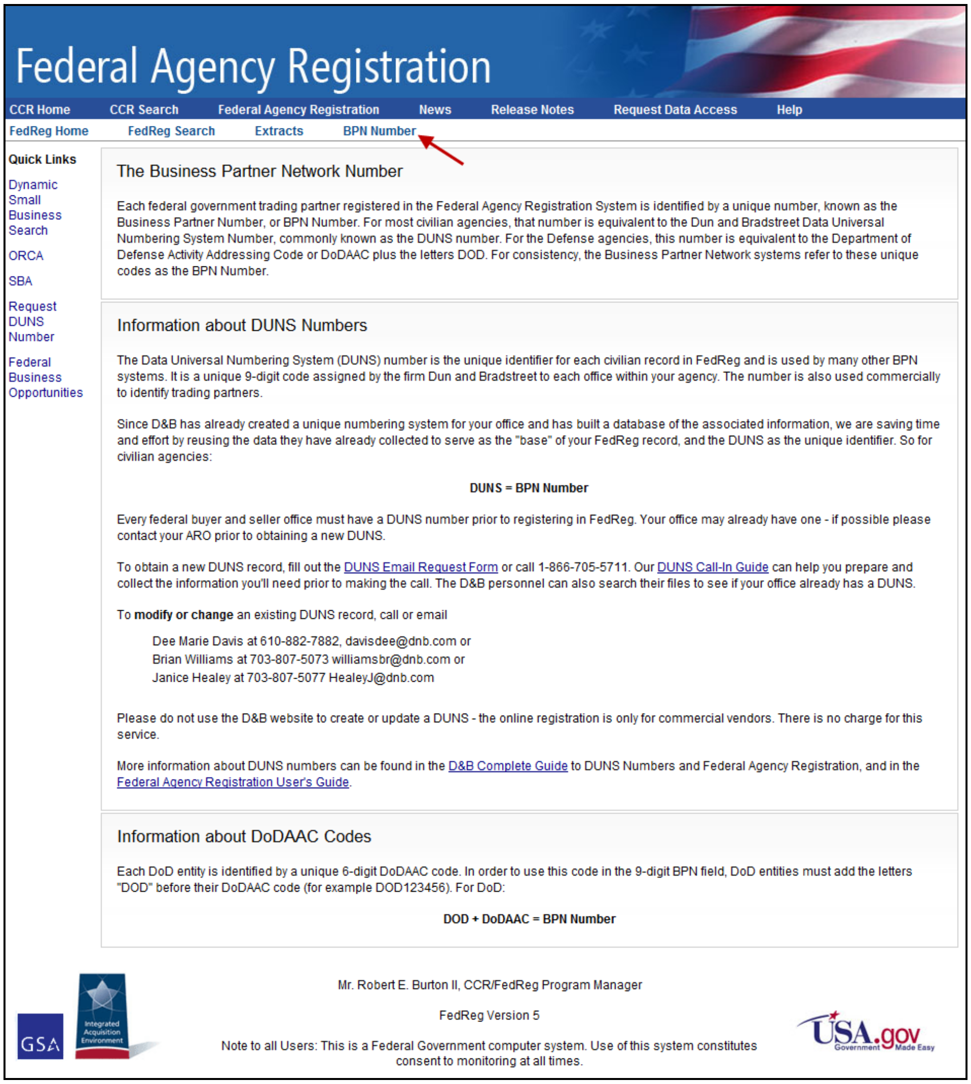


Figure 5 - 6. Business Partner Network Number Information Page

e. Selecting the Help link on the top menu accesses the FedReg Help page as shown in Figure 5-7.

Figure 5 - 7. FedReg Help Page

The Help Page contains links to helpful documents such as these:

- Federal Agency Registration User's Guide (Word or PDF Version)
- Frequently Asked Questions (PDF or HTML Version)
- Data Elements Help (PDF or HTML Version)
- Federal Agency Registration Account Creation Instructions (Word or PDF Version)
- Memoranda and Related Articles
  - Business Rules for Intra-governmental Transactions
  - Business Partner Network
  - OMB Sets Interagency Transaction Standards
- Information on DUNS Numbers
  - DUNS Number Guide for Federal Registration
  - Guide to Working with DUNS Family Trees
- Federal Agency Registration Related Links
  - Integrated Acquisition Environment

- Contact Us

  The Contact Us link accesses a Contact Us page describing different contact options as shown in Figure 5-8.

Contact Us

For general questions about the site or to contact your Agency Registration Official, please call the Federal Service Desk at 1-866-606-8220 or 334-206-7828.

If you are experiencing technical difficulties, please contact our Technical Assistance Team.

For password resets/assistance, contact BPNSE Accounts at Accounts@bpn.gov or call 269.961.4567 or DSN 661-4567. Please provide your name, phone number and User ID.

For help or information on the Dun and Bradstreet DUNS numbers, please visit our D&B Help Page

If you are experiencing technical difficulties or for comments or suggestions on the site, please contact the webmaster at webmaster@bpn.gov.

Figure 5 - 8. Contact Us Page

  The Contact Us page contains contact information for FedReg, BPNSE Accounts, Dun & Bradstreet, and the webmaster. Phone numbers, email links, and web page links are included.

- Use the Download Acrobat Reader link if you need to down the Acrobat Reader for reading PDF files.

f. In the lower right hand corner is a link to USA.gov – Government Made Easy. The link is shown in Figure 5-9.

Figure 5 - 9. E-Gov Link

g. In the lower left hand corner is a link to Integrated Acquisition Environment—Acquisition Central. The link is shown in Figure 5-10.

Figure 5 - 10. Integrated Acquisition Environment Link

Integrated Acquisition Environment, Acquisition Central, is the web site for the federal acquisition community and the government's business partners.

h. Also in the lower left hand corner is a link to the GSA, the U.S. General Services Administration, web site as shown in Figure 5-11.

Figure 5 - 11. GSA Link

Visit the GSA web site to learn more about what GSA offers and how it helps the federal government conduct business.

Search Only

There is also a Search Only section on the FedReg Home page as shown in Figure 5-12.

Figure 5 - 12. Search Only

There are two options for searching. The first option is to search FedReg only, and the second is to search both the CCR and FedReg databases.

- When Search FedReg Only is selected, the FedReg Search page is displayed as shown in Figure 5-4. If you cannot access the Search page, click on the Can't access the FedReg Search Page? link to display the Troubleshooting the Search Page page as shown in Figure 5-13.

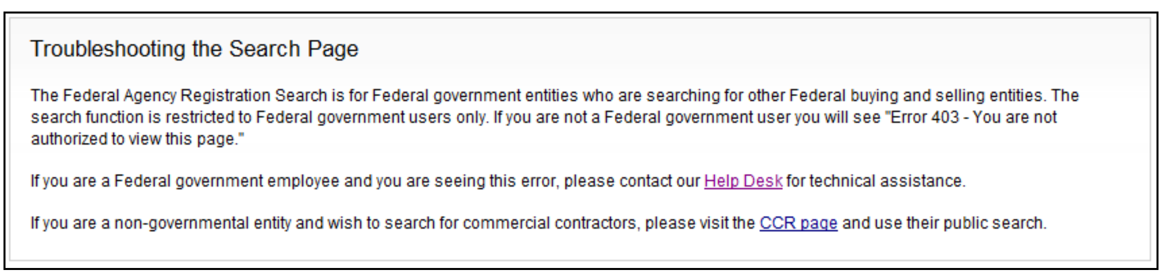


Figure 5 - 13. Troubleshooting the Search Page

The Troubleshooting the Search Page page contains a message about who the Search page is for. Clicking on the Help Desk link displays the Contact Us page as shown previously in Figure 5-8.

There is also a CCR page link for public search on the Troubleshooting Search Page.

- When Search CCR/FedReg is selected, the CCR/FedReg Search page is displayed as shown in Figure 5-14.

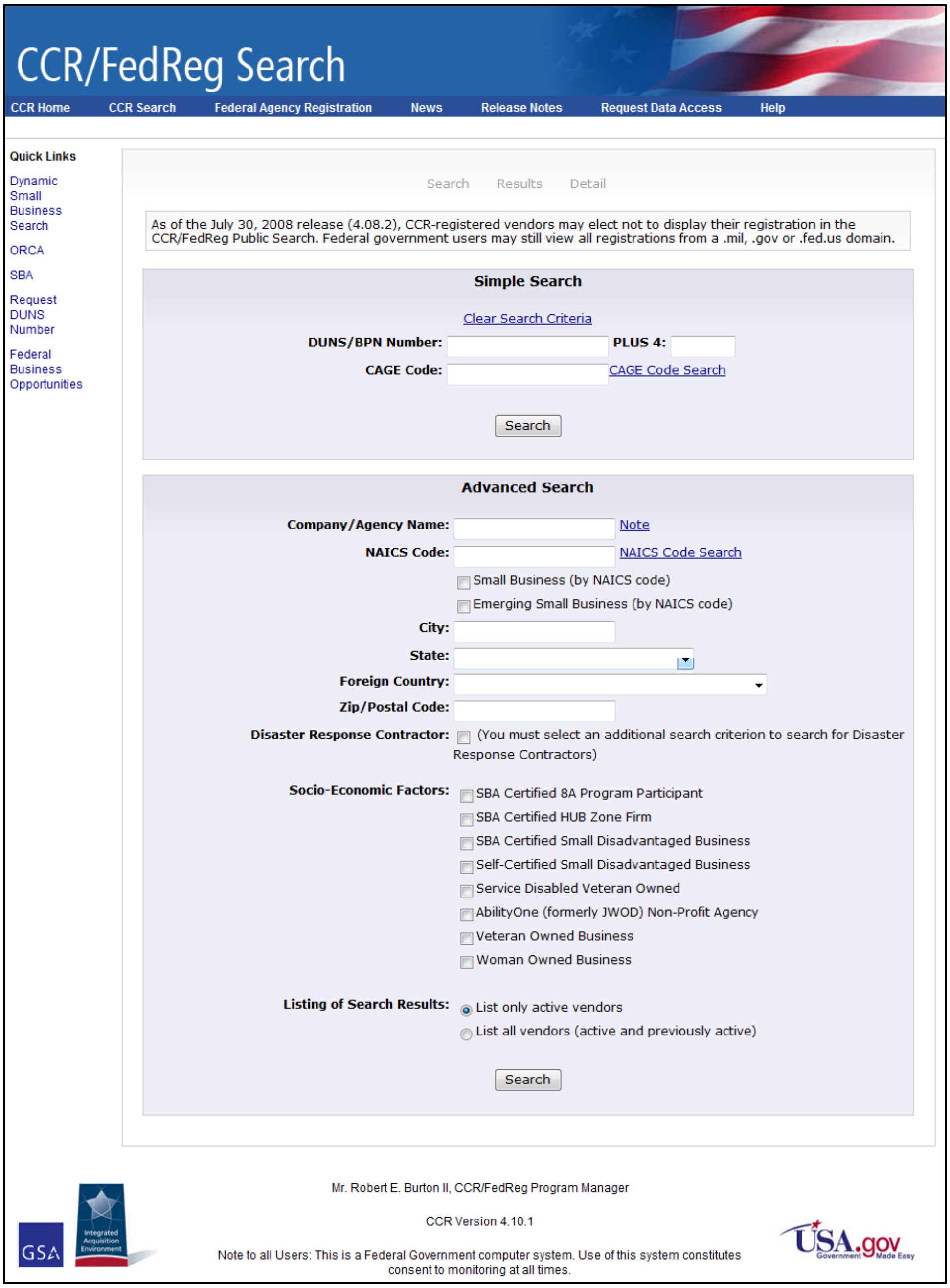
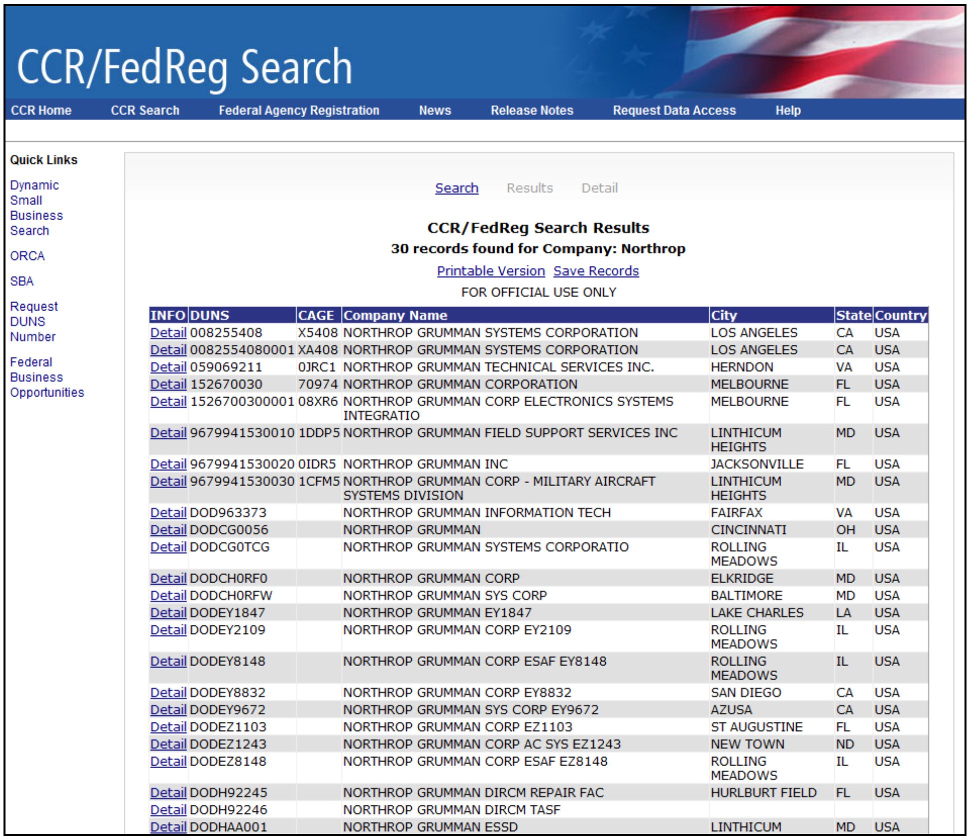


Figure 5 - 14. CCR/FedReg Search Page

Enter search criteria and select factors. Click on the Search button to perform the search. Perform a simple search by entering a DUNS or BPN Number or a CAGE Code. A simple single search result is shown in Figure 5-15.

Figure 5 - 15. CCR/FedReg Detail Search Results

An Advanced Search may produce a pick list of results as shown in Figure 5-16.



CCR/FedReg Search Results
30 records found for Company: Northrop

Printable Version Save Records

FOR OFFICIAL USE ONLY

INFO	DUNS	CAGE	Company Name	City	State	Country
Detail	008255408	X5408	NORTHROP GRUMMAN SYSTEMS CORPORATION	LOS ANGELES	CA	USA
Detail	0082554080001	XA408	NORTHROP GRUMMAN SYSTEMS CORPORATION	LOS ANGELES	CA	USA
Detail	059069211	0JRC1	NORTHROP GRUMMAN TECHNICAL SERVICES INC.	HERNDON	VA	USA
Detail	152670030	70974	NORTHROP GRUMMAN CORPORATION	MELBOURNE	FL	USA
Detail	1526700300001	08XR6	NORTHROP GRUMMAN CORP ELECTRONICS SYSTEMS INTEGRATIO	MELBOURNE	FL	USA
Detail	9679941530010	1DDP5	NORTHROP GRUMMAN FIELD SUPPORT SERVICES INC	LINTHICUM HEIGHTS	MD	USA
Detail	9679941530020	0IDR5	NORTHROP GRUMMAN INC	JACKSONVILLE	FL	USA
Detail	9679941530030	1CFM5	NORTHROP GRUMMAN CORP - MILITARY AIRCRAFT SYSTEMS DIVISION	LINTHICUM HEIGHTS	MD	USA
Detail	DOD963373		NORTHROP GRUMMAN INFORMATION TECH	FAIRFAX	VA	USA
Detail	DODCG0056		NORTHROP GRUMMAN	CINCINNATI	OH	USA
Detail	DODCG0TCG		NORTHROP GRUMMAN SYSTEMS CORPORATIO	ROLLING MEADOWS	IL	USA
Detail	DODCH0RF0		NORTHROP GRUMMAN CORP	ELKRIDGE	MD	USA
Detail	DODCH0RFW		NORTHROP GRUMMAN SYS CORP	BALTIMORE	MD	USA
Detail	DODEY1847		NORTHROP GRUMMAN EY1847	LAKE CHARLES	LA	USA
Detail	DODEY2109		NORTHROP GRUMMAN CORP EY2109	ROLLING MEADOWS	IL	USA
Detail	DODEY8148		NORTHROP GRUMMAN CORP ESAF EY8148	ROLLING MEADOWS	IL	USA
Detail	DODEY8832		NORTHROP GRUMMAN CORP EY8832	SAN DIEGO	CA	USA
Detail	DODEY9672		NORTHROP GRUMMAN SYS CORP EY9672	AZUSA	CA	USA
Detail	DODEZ1103		NORTHROP GRUMMAN CORP EZ1103	ST AUGUSTINE	FL	USA
Detail	DODEZ1243		NORTHROP GRUMMAN CORP AC SYS EZ1243	NEW TOWN	ND	USA
Detail	DODEZ8148		NORTHROP GRUMMAN CORP ESAF EZ8148	ROLLING MEADOWS	IL	USA
Detail	DODH92245		NORTHROP GRUMMAN DIRCM REPAIR FAC	HURLBURT FIELD	FL	USA
Detail	DODH92246		NORTHROP GRUMMAN DIRCM TASF			
Detail	DODHAA001		NORTHROP GRUMMAN ESSD	LINTHICUM	MD	USA

Figure 5 - 16. Search Result Pick List

Select the Detail link in the left column to produce a Detail Search Results page similar to Figure 5-15.

5.3.2 Sign In to FedReg

Once you have your password and have been assigned access, you can enter the site through the Sign In section of the home page as shown in Figure 5-17.

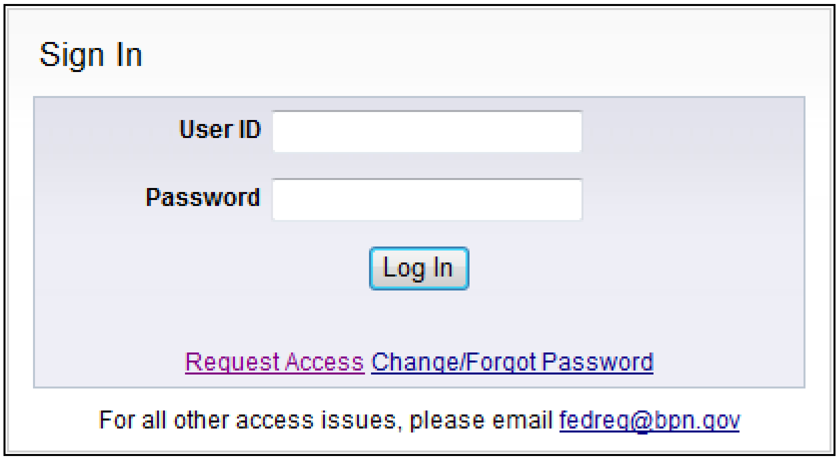


Figure 5 - 17. Sign In

Enter your user ID and password, then click "Log In" to enter the system.

Please note: If you enter your password incorrectly three times, your user account will be deactivated for security purposes. If this happens, you must contact the helpdesk at accounts@bpn.gov or call 269.961.4567 to be reactivated.

Record Access Page

The next screen displayed is the Record Access page. This screen shows which sections of the site you have access to and will vary by user. Most people will have access to entities within only one agency. Access cascades, meaning that you have access to all entities subordinate to the ones you have access to. For example, in Figure 5-18, this user has access to the General Services Administration and any bureau or office within that Agency.

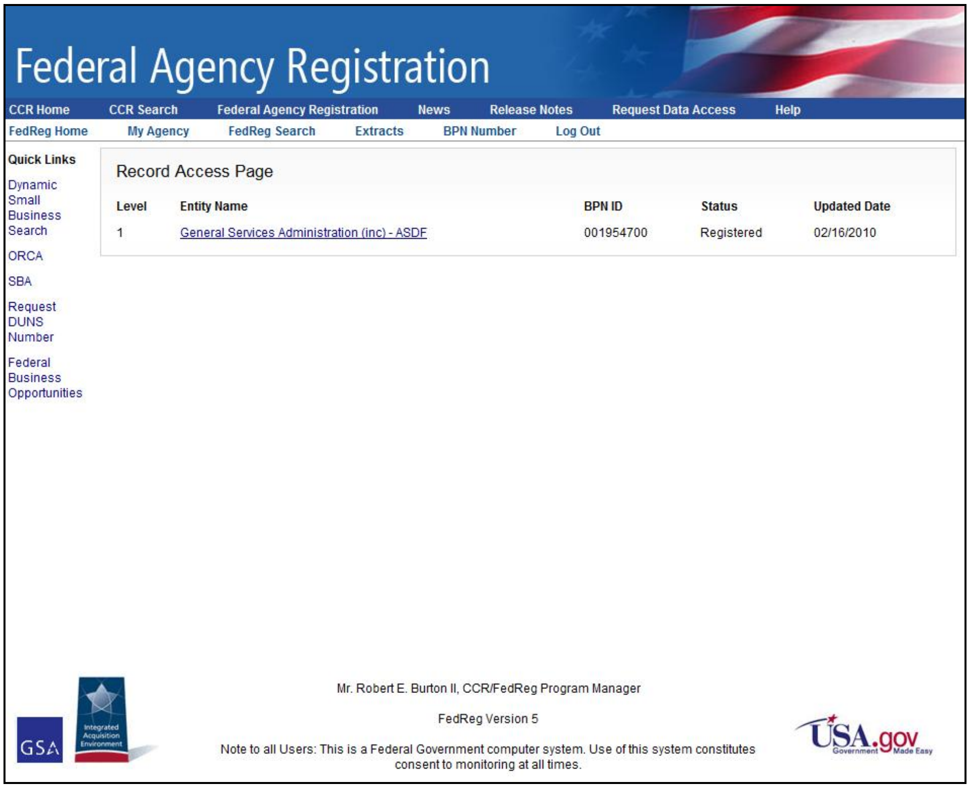


Figure 5 - 18. Record Access Page

Select the entity you wish to work on from this list. Each entity at each of the levels will have its own complete record. You are now ready to choose an entity to register.

Note: If you do not see any agencies under the Entity Name list, you do not have access to the entire agency, only particular bureaus or offices. You may request access to an entire agency from your ARO.

Data Entry

Each record has a similar layout. Figure 5-19 shows an overview of the record's sections.

Entity Information (Dun & Bradstreet) Data associated to this DUNS Number as supplied by the D&B database such as address and phone number.
Business Type Buyer, Seller, or Both
Registration Information General information about this entity such as Employer Identification Number, Department Code, Agency Location Code, and Disbursing Office
Seller Information If you indicated that your agency sells to other federal agencies, you will need to enter annual revenue, whether or not you accept credit transactions, and Merchant ID Number.
Points of Contact Registration POC Eliminations POC Accounts Receivable POC Sales POC Accounts Payable POC
NAICS North American Industry Classification System Code
FSC Federal Supply Class Information
PSC Product Service Code Information

Figure 5 - 19. Data Layout

We will go into more detail on each of these data elements in the next section. Data element help is available from the Help link on the menu bar.

Viewing or Editing an Agency Record

Beginning at the Record Access page, choose the agency you wish to access. Click on the agency name, and you will be taken to the Entity Information page that lists all the information about that agency as shown in Figures 5-20 and 5-21.

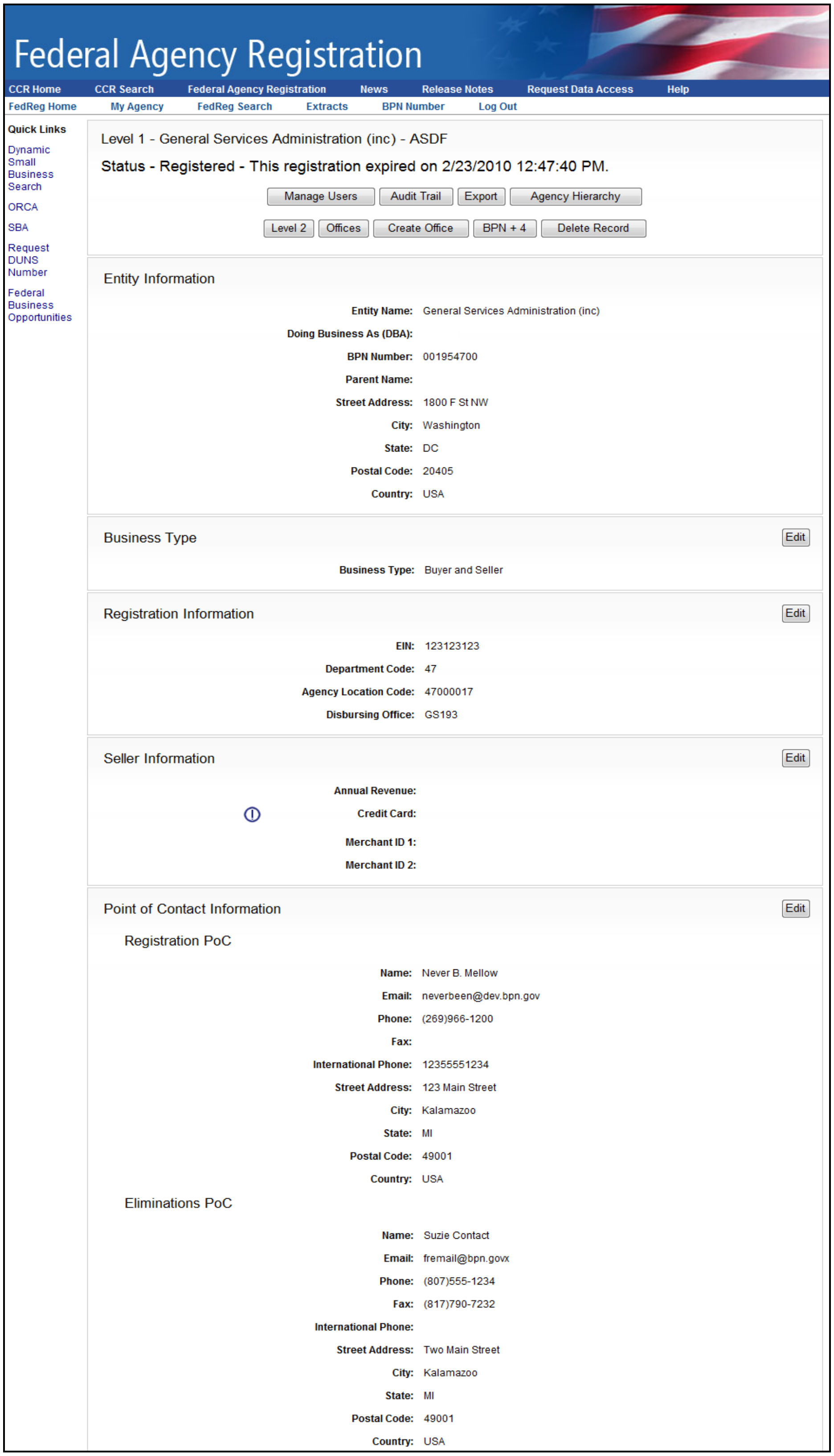
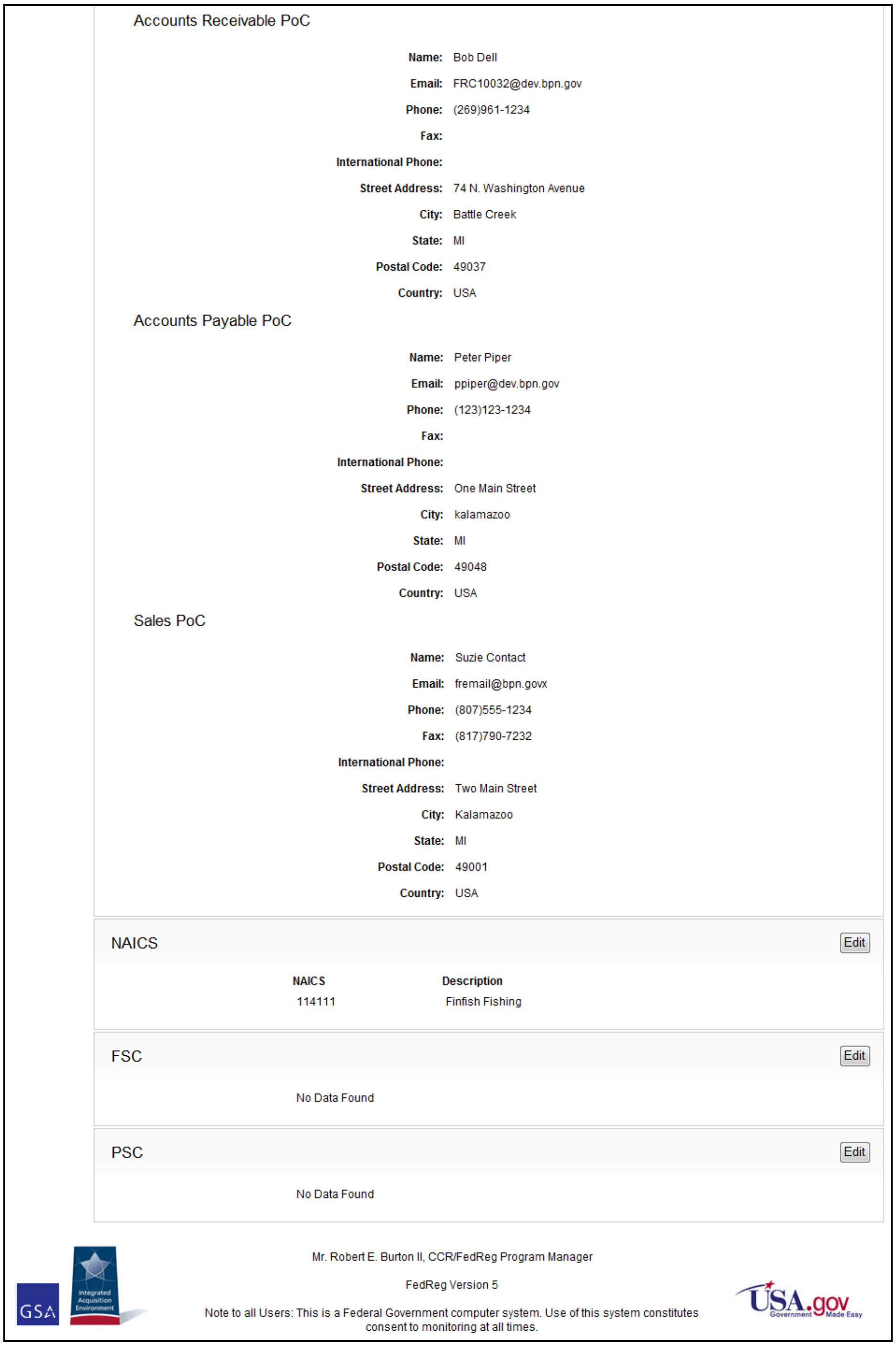


Figure 5 - 20. Entity Information Page


Accounts Receivable PoC

Name: Bob Dell
Email: FRC10032@dev.bpn.gov
Phone: (269)961-1234
Fax:
International Phone:
Street Address: 74 N. Washington Avenue
City: Battle Creek
State: MI
Postal Code: 49037
Country: USA

Accounts Payable PoC

Name: Peter Piper
Email: ppiper@dev.bpn.gov
Phone: (123)123-1234
Fax:
International Phone:
Street Address: One Main Street
City: kalamazoo
State: MI
Postal Code: 49048
Country: USA

Sales PoC

Name: Suzie Contact
Email: fremail@bpn.govx
Phone: (807)555-1234
Fax: (817)790-7232
International Phone:
Street Address: Two Main Street
City: Kalamazoo
State: MI
Postal Code: 49001
Country: USA

NAICS Edit

NAICS	Description
114111	Finfish Fishing

FSC Edit

No Data Found

PSC Edit

No Data Found

Mr. Robert E. Burton II, CCR/FedReg Program Manager

FedReg Version 5

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

Figure 5 - 21. Entity Information Page (continued)

The information included on the Entity Information page includes Entity Information, Business Type, Registration Information, Seller Information, Point of Contact Information, NAICS, FSC, and PSC.

The status of an entity is displayed in the heading of the entity information page. There are three statuses for a record: registered, pending, and reference only.

- Registered—A registered record has all of its data entered and can be used in the intragovernmental transaction process.
- Pending—A pending record is not complete and cannot be used in the intragovernmental transaction process.
- Reference Only—A reference only record contains only basic data (Entity name, DBA, BPN Number, parent name, street address, City, State, Zip, and Country) and is shown because it is the parent of a registered record. It is shown only for reference and roll-up purposes.

The Entity Information data is pre-filled for you from the Dun & Bradstreet database. To change any of the Entity Information data, you must contact D&B directly.

Business Type

To select a business type, click on the Edit button in that area of the page. The Business type selection page is shown in Figure 5-22.

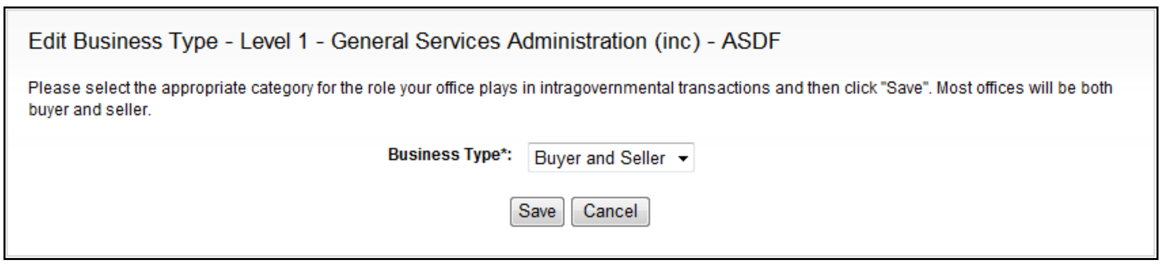


Figure 5 - 22. Business Type Selection Page

Business type is the role your agency plays in intragovernmental transactions. Choose one of the three options in the drop down box: Seller, Buyer, or Buyer and Seller. The next few sets of data you need to fill out depend on what you choose here.

If your office buys from other federal government agencies, it is considered a Buyer. This is the same as the customer in this transaction. A Buyer is an entity that places an order with another agency and has the authority to obligate funds for that purchase. If your office sells to government agencies, it is considered a Seller. A Seller is considered any office that receives and accepts orders from another agency (not necessarily the office that actually fills the order). Anyone who wishes to be visible in the government community as a seller of goods and services should also register here as a Seller. If your office ever does both, you should choose "Buyer and Seller."

Registration Information

Click on the Registration Information Edit button to enter Employer Identification Number (EIN), Department Code, Agency Location Code, and Disbursing Office information. The Edit Registration Information page is displayed as shown in Figure 5-23.

Figure 5 - 23. Edit Registration Information Page

Fields marked with an asterisk (*) are required. Data elements are described below. For more help with data element definitions, see the Help page, Figure 5-7, Data Elements Help.

EIN: Employer ID Number. This is a 9-digit number similar to a Taxpayer ID Number or Social Security Number. Your personnel office should have this information.

Department Code: This code identifies the agency. Categories correspond to the Treasury Index of Agency Codes. In most cases, the Department Code will correspond to the agency for which the user works.

Agency Location Code (ALC): A numeric symbol used to identify accounting reports and documents prepared by or for agency accounting stations and disbursing offices, e.g. eight-digit agency accounting station code, four-digit disbursing office symbol, and three-digit Treasury disbursing center symbol. This eight-digit code corresponds to the registering office and must be associated in a one-to-one relationship with the DUNS. You may need to search our database for a list of possible ALCs as they are listed in the Treasury IPAC system. You will receive a drop-down list based on your agency, and you may choose one. If you do not know which code relates to this office, ask your finance office. If you have more than one ALC for this office, you may need to create a BPN + 4 extension. This should be a rare case. Please see the BPN +4 section for assistance using this function.

Disbursing Office (DO) Symbol (Optional): The five-digit symbol is assigned by the Treasury Department IPAC system for their internal use. It is generally linked to a single ALC. However, there are a few instances where there will be more than one DO Symbol linked to a particular ALC. If we do not have a DO that links to your ALC, you will need to fill it in individually. You should have only one DO per record. If you find that you have more than one, please see the BPN +4 section.

For more information on these data elements, you may contact the Help Desk by clicking the Help button on the menu bar and selecting Contact Us.

Once you have filled in this registration information, click "Save".

Seller Information

If you chose Seller or Buyer and Seller on the Business Type step, you need to complete seller information. From the Entity Information page, click on the "Edit" button next to the Seller Information section. The Edit Seller Information page is displayed as shown in Figure 5-24. All fields with an asterisk (*) are required.

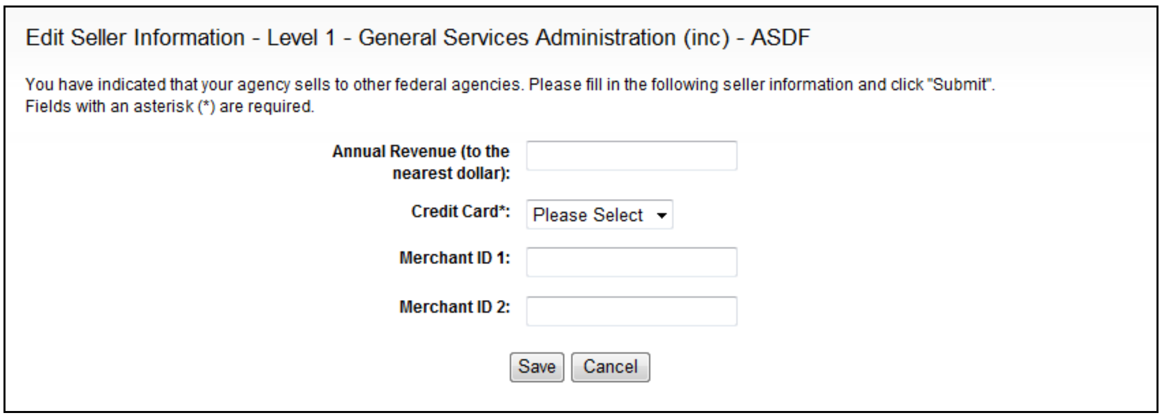


Figure 5 - 24. Seller Information

Annual Revenue: Total revenue from intragovernmental sales for the previous fiscal year. This should be for the particular office related to this DUNS number, not for the agency as a whole. This information will be used for informational purposes only.

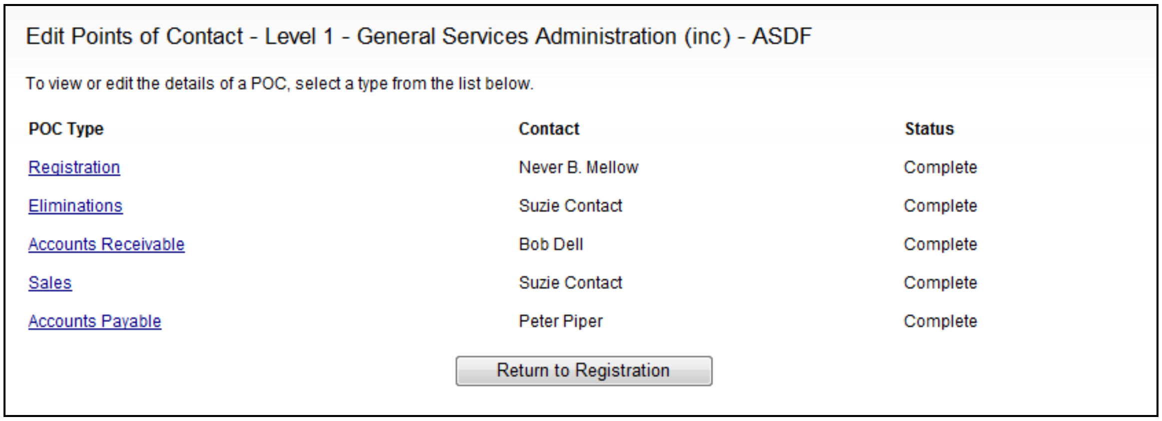
* **Credit Card:** Indicate if your entity will accept government purchase card payments for intragovernmental sales. If yes, your Merchant ID is required.

Merchant ID 1: Number assigned to you by the bank that processes your credit card receipts. The Merchant ID Number is similar to a routing number. The field is mandatory if you choose "Yes" for credit card.

Merchant ID 2: If you work with two different banks to process credit card receipts, you may have two merchant IDs. If so, enter the second bank's Merchant ID here.

Points of Contact

There are several points of contact needed in each record. POCs are given so that if another agency needs to contact this office about an intragovernmental transaction or potential sale, they will know whom to call. Entering someone's information into a POC field does not give them access to the site. However, those with access to the site may be POCs. Click on the Edit button to view the Edit Points of Contact page as shown in Figure 5-25.



Edit Points of Contact - Level 1 - General Services Administration (inc) - ASDF

To view or edit the details of a POC, select a type from the list below.

POC Type	Contact	Status
Registration	Never B. Mellow	Complete
Eliminations	Suzie Contact	Complete
Accounts Receivable	Bob Dell	Complete
Sales	Suzie Contact	Complete
Accounts Payable	Peter Piper	Complete

Return to Registration

Figure 5 - 25. Edit Points of Contact

There are five POC Types listed on this page: Registration, Eliminations, Accounts Receivable, Sales, and Accounts Payable. The name of the contact and the status of the contact information are shown on the edit POC page. Click on the POC type to access the information for that POC.

a. The first Point of Contact to enter is the Registration POC. When Registration is selected from the POC Type list, the Update Registration POC form is displayed as shown in Figure 5-26.

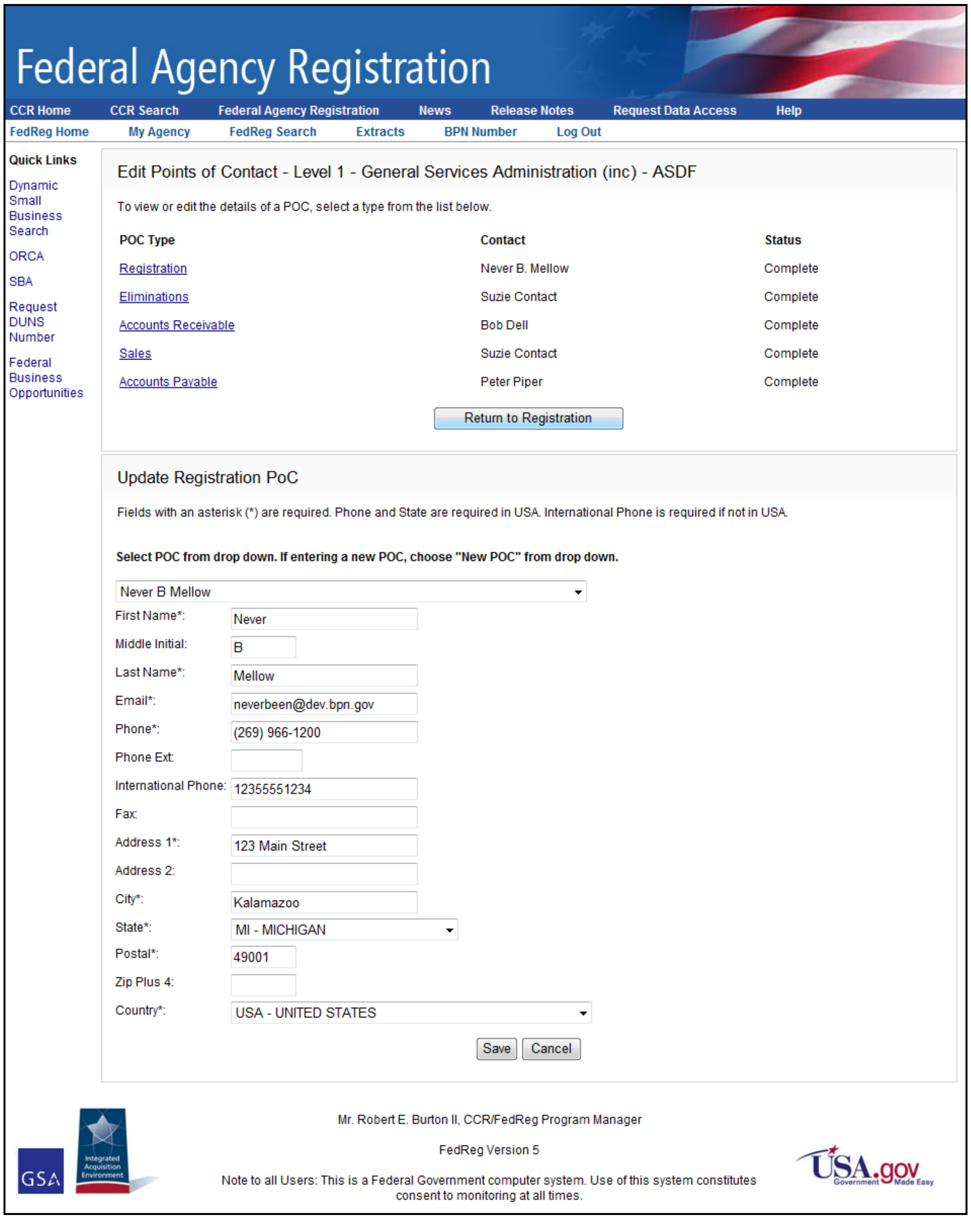


Figure 5 - 26. Update Registration POC Page

The Update Registration POC should be an actual person who may be contacted with questions regarding the information in this record. Please note that filling in a person’s POC information here does not give them access to the system, but it may be used by another agency when trying to resolve an intragovernmental transfer issue.

- In many cases the appropriate person here will be you, the user. In other cases it will be someone who is already registered as a POC somewhere else in your agency. To save you some time, we have created an easy way to fill in your data automatically. Click the arrow next to the first data entry field to display the drop down list to see if the individual you would like to use is listed as shown in the Registration Point of Contact page in Figure 5-27.

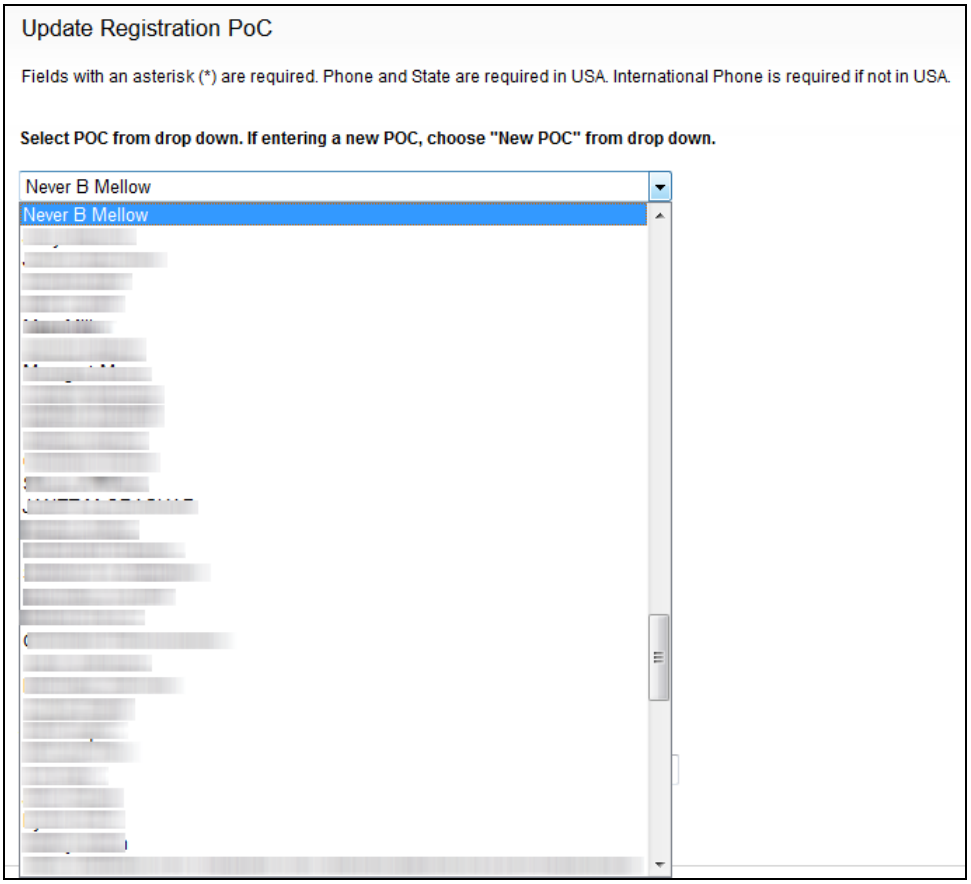


Figure 5 - 27. POC Drop down menu

The dropdown list contains all the POCs that belong to the top-level agency. If a POC name that you want to use is on the list, click their name to select. The POC page is populated with all of that user's information. Review that information, editing and completing fields as necessary. Then click the "Save" button to return to the Entity Info Page.

- You may also enter information for a POC who has not been previously registered. Just select New POC from the drop down menu and begin filling in that POC's information. All fields with an asterisk (*) are required. Fill in basic information about that person as follows:

  POC Data:

  - ***First Name** – Required
  - **Middle Initial** – Optional
  - ***Last Name** – Required

- ***Email** – Work email of the POC. This should be a unique and direct email.
- ***Phone** – A United States phone number is 10 digits including area code and phone number, for example, 2025551212. You do not need to enter dashes or special characters. This should be a direct line to this individual. This is a mandatory field if in the USA.
- **Phone Extension** – If the phone number you give is not a direct line, please include the extension.
- **International Phone** – Only required if not located in the USA.
- **Fax** – The number where you can receive faxes. The number is ten digits and includes the area code and fax number.
- ***Address 1** – Physical street address (not a PO Box) for your place of work.
- **Address 2** – Additional address information such as Suite, Building, or PO Box numbers.
- ***City** – City in which the place of work is located.
- **State** – U.S. State in which the place of work is located. Only required if country is USA.
- ***Postal** – Valid zip code. Please visit http://www.usps.com/zip4/ for more information. Only required if country is USA.
- **Zip Plus 4** – Four-digit zip code extension. Please visit http://www.usps.com/zip4/ for more information.
- ***Country** – Country in which the place of work is located.

> Note: The information you enter about points of contact in your office may be used by other government agencies to resolve intragovernmental transfer issues. It will not be available to the general public and will be kept secure. However, you should not enter any classified information into this database.

Once you have completed all required fields, click “Save” to return to the Entity Information page.

- Selecting the Remove POC option (second on the drop-down list) removes that point of contact from the specific type of POC the user is working on, for example, Registration. Since the dropdown list contains all the POCs that belong to the top-level agency, the POC that was removed from a child or office entity will still appear on drop down lists since other entities in the agency tree could use it.

b. The next POC to fill in is your Eliminations POC. Select Eliminations from the Edit Point of Contact list. The Update Eliminations POC page is similar to the Update Registration POC page as shown in

Figure 5-26. This should be the person in your agency to contact regarding intragovernmental eliminations. Again, please enter an actual person here using the same data elements as above. You may choose a previously designated individual here as well by selecting one from the drop down list. Once you are satisfied with entries, click "Save" to return to the Entity Information page.

c. You will also need to enter information for two more POCs—Accounts Receivable and Sales. If you chose Buyer or Both Buyer and Seller, you will have to complete the information for the Accounts Payable POC. These Update POC pages are also similar to Figure 5-26. Refer to the POC data list on the previous page for details. The only difference is that for these POCs, generic information may be entered such as sales@myagency.gov.

d. Click on the "Return to Registration" button to return to the Entity Information page.

NAICS, FSC, and PSC

As a seller, you will need to complete the codes sections which describe the type of products your office sells. There are three types of codes: North American Industrial Classification System (NAICS), Federal Supply Class (FSC), and Product Service Code (PSC).

- **NAICS** – North American Industrial Classification System. This six-digit code replaces the formerly used SIC codes to indicate the products or services your office sells. To search for a code, click on the link provided on the Edit page.
- **Federal Supply Class/Product Service Code** – These are four-character codes that describe the products or services your office sells. To search for a code, click on the link provided on the Edit page. FSC Codes and PSC Codes are optional.

To enter your codes, begin by pressing the "Edit" button from the Entity Information Page as shown in Figure 5-28.

Figure 5 - 28. Code Edit Buttons

The Code Information page is displayed as shown in Figure 5-29. NAICS is shown in this example.

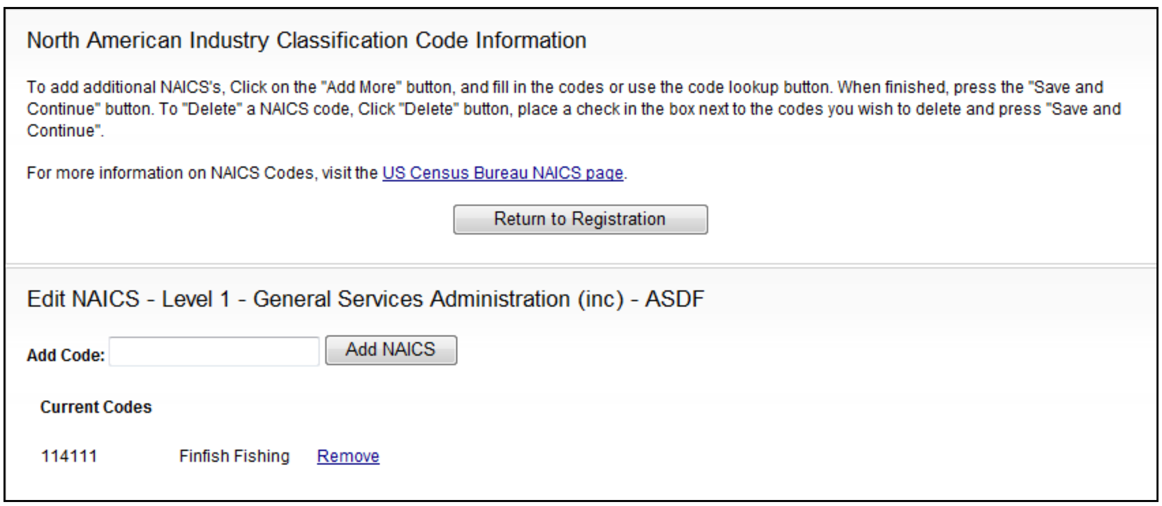


Figure 5 - 29. Code Select Page

Enter codes in the text entry field. If the code is not known, use the link to the US Census Bureau NAICS page, DLIS FSC search page, or FPDS PSC Wizard. Codes may be added by pressing the “Add (Code)” button. This will add the new code to this list on the code information page.

To delete codes, press the “Remove” link next to the code in the Current Codes list.

Confirmation

That’s it! Once you have filled in all required fields, you have completed the entity’s registration. You may print the completed Entity Management page for your records. You may now return to the Record Access page to register another entity.

Updating Your Record

Records must be updated at a minimum of once each year. Any user with access to that record may update the record at any time. Just log in using your User ID and Password and click the appropriate entity from the Record Access lists to enter the record. You will see all previously entered information. Just click the appropriate section until you reach the data to update, make the changes, and then save the changes through to the end. Your changes will be saved over the old record.

5.3.3 Viewing a Level 2 Record

After first sign on, the Record Access page displays Level 1 entities as shown in Figure 5-30.

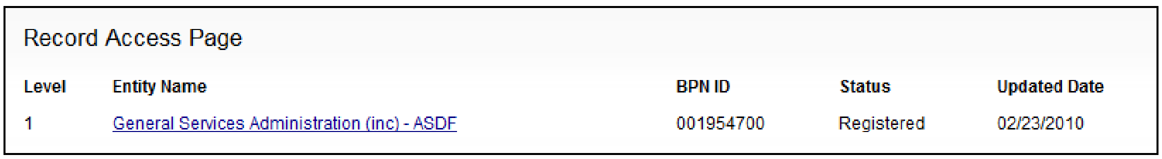


Figure 5 - 30. Record Access Page

Choose the agency you wish to access. The Entity Information Page is displayed with a menu at the top as shown in Figure 5-31.

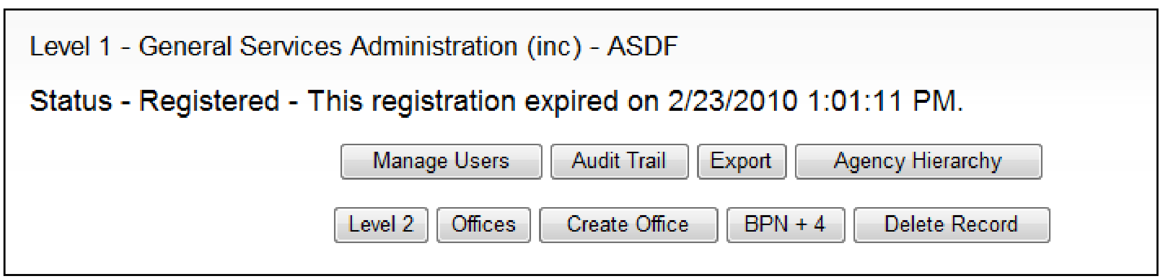


Figure 5 - 31. Agency Entity Information Page Menu Buttons

Select the Level 2 button to display the View Children Page with a list of available child entities to view as shown in Figure 5-32.

View Children - Level 1 - General Services Administration (inc) - ASDF

Name	BPN ID	Status	Updated Date
Chief Human Capital Office - Gsa Ofc of Chief People Oficr	057425352	Registered	01/14/2009
Federal Citizen Information Center (xcc) -	072585057	Registered	01/14/2009
Federal Supply Service - Office of The Commissioner F	128113136	pending	01/14/2009
Federal Technology Service Office of The Commissioner (t) -	057422136	Reference Only	01/14/2009
G S A Office of Civil Rights -	128111627	Registered	01/14/2009
G S A Office of Government Wide Policy -	057423175	pending	08/18/2009
Gsa Great Lakes Region Ofc of Regional Administrator (5a)	128112781	Registered	01/14/2009
Gsa Greater Southwest Region Ofc of Regional Administrator -	937880995	Registered	01/14/2009
Gsa Heartland Region Ofc of Regional Administrator (6a)	154403877	Reference Only	02/09/2010
Gsa Mid-Atlantic Region Ofc of Regional Administrator (3a) -	128112666	Registered	01/14/2009
Gsa National Capital Area Region of Regional Administrator (11a) -	128113086	Registered	01/14/2009
Gsa New England Region Office of The Regional Administrator (1a) -	128112500	Registered	01/14/2009
Gsa Northeast and Caribbean Region Ofc of Regional Administrator (2a) -	128112526	Registered	01/14/2009
Gsa Northwest Arctic Region Office of The Regional Administrator 10a - Real Prprty Dspsal Offc-Auburn	103354585	pending	01/14/2009
Gsa Office of Citizen Services & Communications -	128112013	Registered	01/14/2009
Gsa Office of The CIO	128111585	pending	08/07/2009
Gsa Office of The Chief Financial Officer -	057424298	Registered	01/14/2009
Gsa Office of The General Counsel Ogc -	057424090	pending	01/14/2009
Gsa Office of The Inspector General -	128112443	Registered	01/14/2009
Gsa Pacific Rim Region Ofc of Regional Administrator (9a) -	128112922	Registered	01/14/2009
Gsa Rocky Mountain Region Office of The Regional Administrator (8a) -	791428469	Registered	01/14/2009
Gsa Southeast Sunbelt Region Ofc of Regional Administrator (4a) -	128112674	Registered	01/14/2009
Gsa Staff Offices Associate Administrator - Congressional & Intr Govtl Aff	962372066	Registered	01/14/2009
Gsa, E Gov Program Office, Office of Chief Information Officer (i)	131489143	pending	08/07/2009
Gsa, Federal Acquisition Service (q)	801426839	pending	08/07/2009
Japan-United States Friendship Commission -	928421916	Registered	01/14/2009
Levi Testing Record - Doing Business As	999999993	pending	01/14/2009
Levi Testing Record - Doing Business As	999999995	pending	01/14/2009
Office of The Chief Acquisition Officer (v) -	196687060	Reference Only	01/14/2009
Public Building Service Office of The Commissioner (p) -	057422425	Reference Only	01/14/2009
Small Business Utilization -	057423357	pending	01/14/2009

Figure 5 - 32. View Children Page

Click on the agency name to display the Entity Information page with basic information about that agency. The Entity Information is the same as the Level 1 except for the top header and a link to the Parent Name is included in the Entity Information as shown in Figure 5-33.

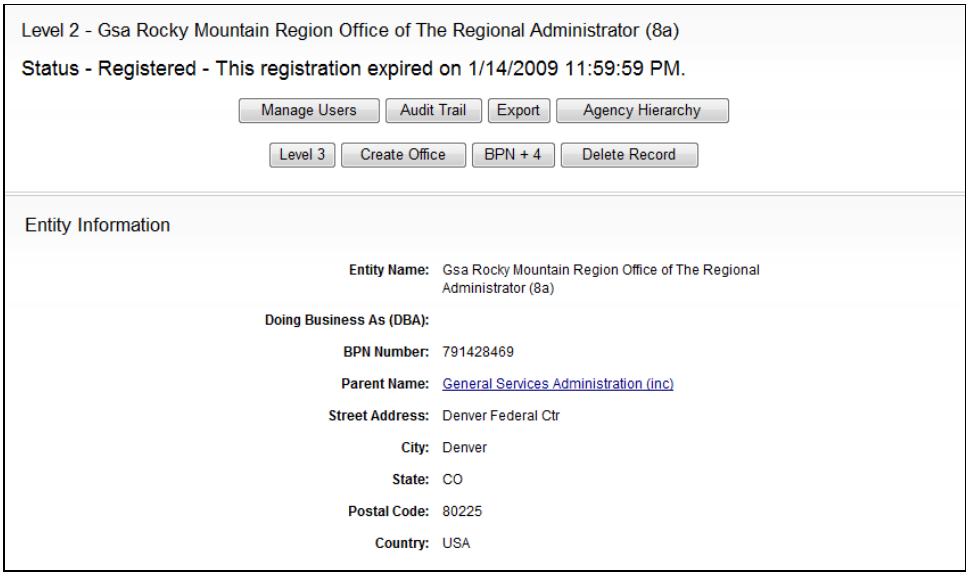


Figure 5 - 33. Level 2 Entity Information Page

If you do not see any entities under your entity list, no entities have been created. Please contact your ARO to create applicable subordinate entities.

To view other entities, keep clicking the next Level button (Level 3, etc.) or Office(s) button to view offices reporting to that entity. To go up a level, click the parent name that is listed in the entity record.

5.3.4 Creating an Office Record

To create an office, select the entity that is the parent to the office you wish to create. This will bring you to the Entity Information Page similar to Figure 5-33. To create a new Office, click on the "Create Office" link.

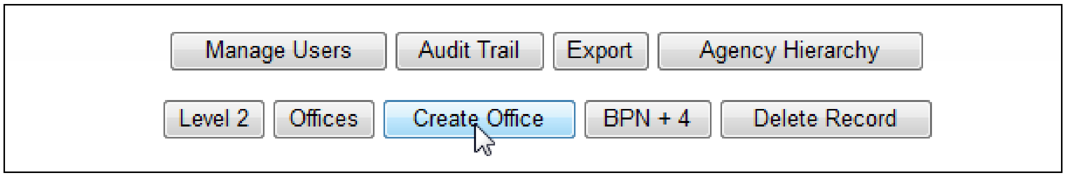


Figure 5 - 34. Creating a New Office—Level 1

When creating a new office, the Create New Entity page is displayed as shown in Figure 5-35.

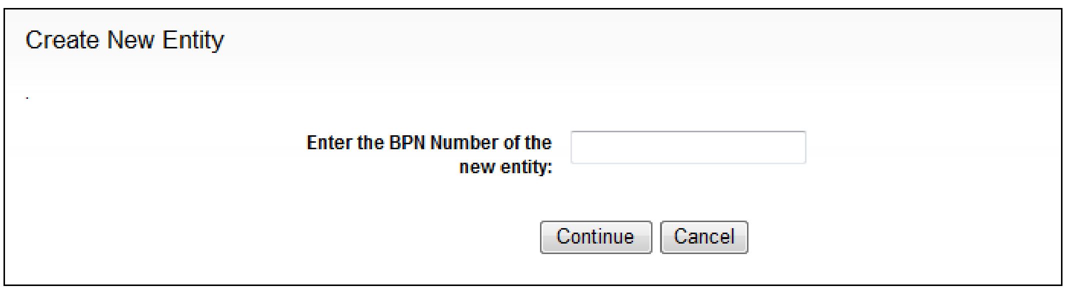


Figure 5 - 35. Create New Entity Page

Enter the BPN (DUNS) Number for the office you wish to create. You should have the DUNS number for each entity you wish to register on your D&B DUNS tree. For more information on this, please refer to the Help link, Information on DUNS Numbers. When the BPN Number is entered, click Continue.

The number is sent to the D&B database, which validates the number. If the D&B number you entered is valid, a D&B Create New Office page is displayed with the entity's information as shown in Figure 5-36.

Figure 5 - 36. D&B New Office Information

The Create New Office page shows the D&B information for that office. If this is not the entity you wished to register, click the “Cancel” button and check your BPN number entry. If this information is correct, click “Continue” to go on. An Entity Information page for a new record is then displayed as shown in Figure 5-37.

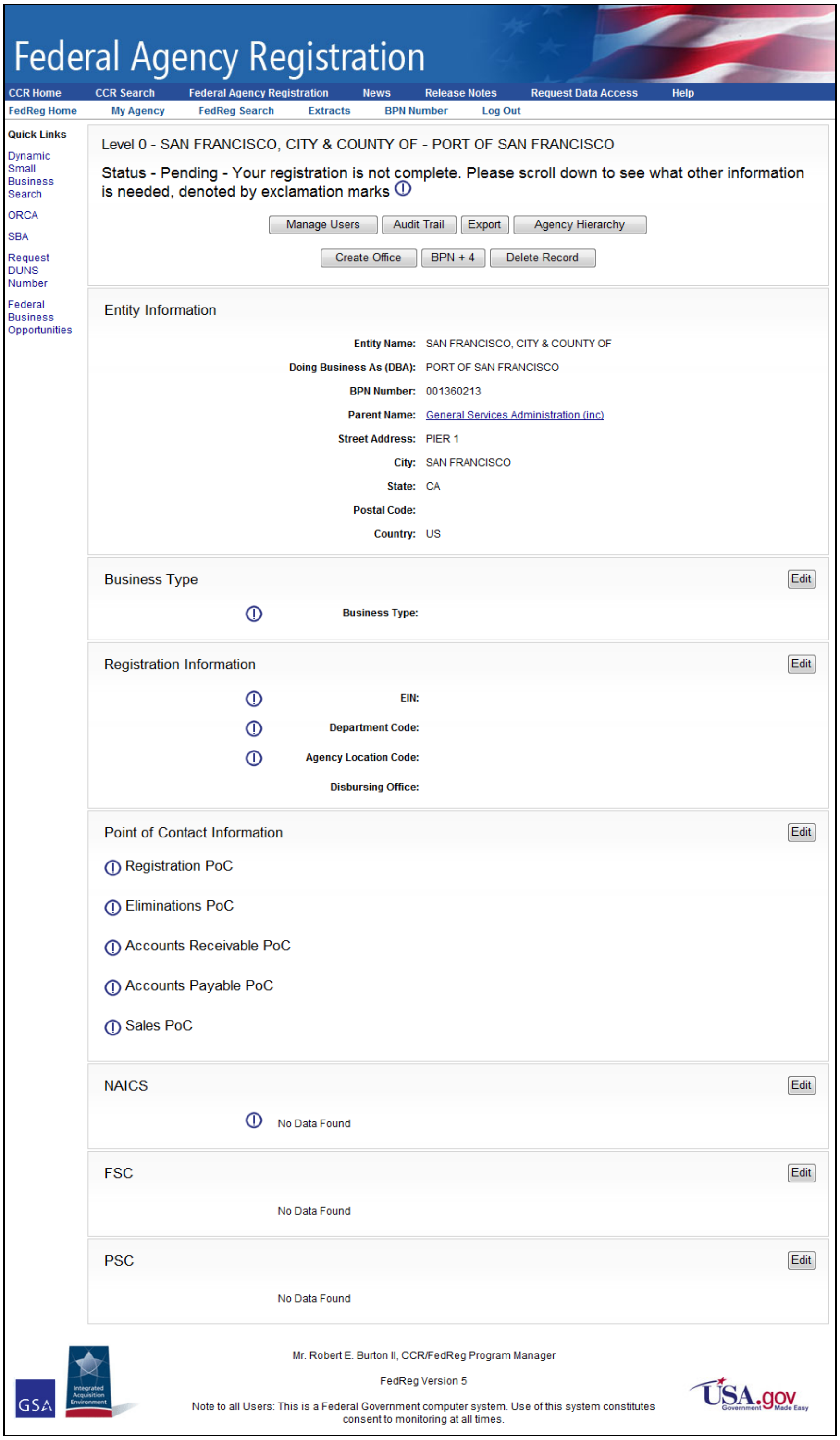


Figure 5 - 37. Entity Information Page—New Office

Notice that this level of entity contains a link to the Parent entity in the Entity Information Section. Continue to enter data as described in Section 5.3.2, Data Entry Registration, of this SUM.

BPN + 4 Button

To view a list of BPN + 4 entities for a record, click on the BPN +4 button as shown in Figure 5-38.

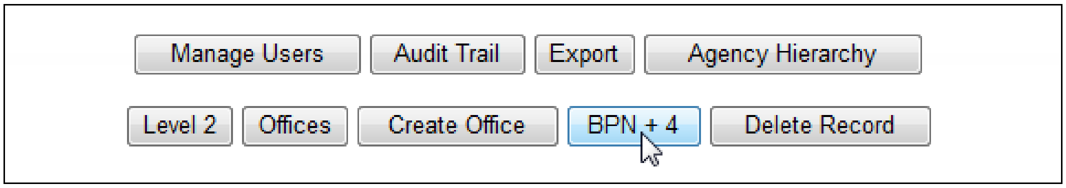


Figure 5 - 38. BPN + 4 Button

A list of BPN + 4 entities is displayed as shown in Figure 5-39.

001954700 - Level 1 - General Services Administration (inc) - ASDF

BPN + 4	Agency Location Code	Disbursing Office	Credit Card	Merchant ID 1	Merchant ID 2
3333	47000016	X0109	Yes	12345x	67890x
5555	47000016	GS133	Yes	123456	654321
7777	47000017	X0112	No	12341234	99999999999999
9999	47000016	GS133	Yes	12341234	43124321

Add BPN+4 Cancel

Figure 5 - 39. BPN + 4 List

The BPN + 4 number is a link to the Entity Information for that entity. Click the Cancel button to return to the previous page.

To add more BPN +4 entities click on the Add BPN+4 button. The Add BPN +4 Information page is displayed as shown in Figure 5-40.

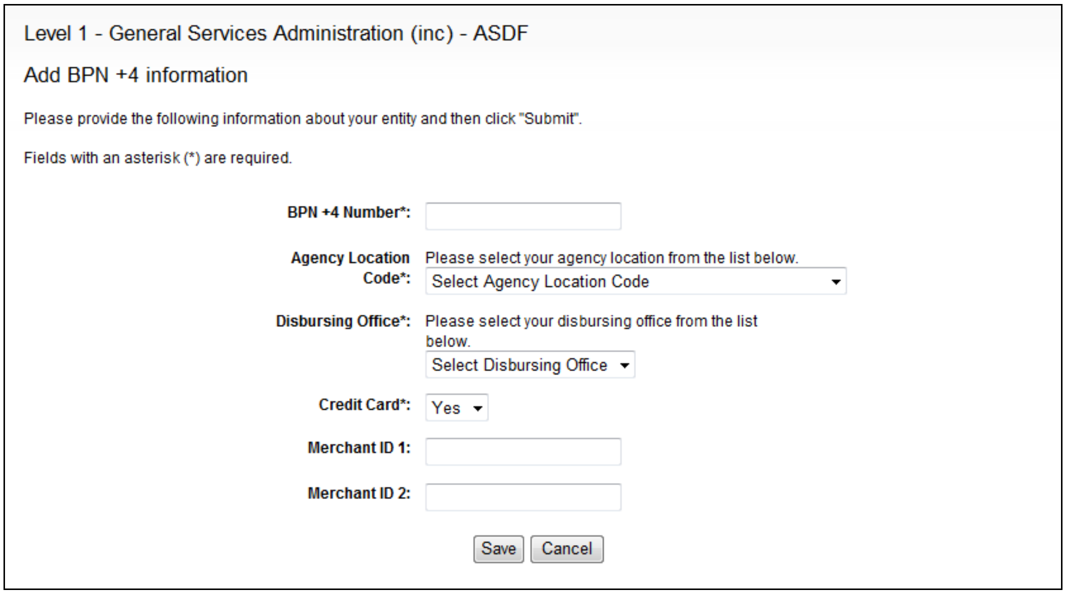


Figure 5 - 40. Add BPN +4 Information Page

Enter information for your entity on the Add BPN +4 Information page. Required fields are BPN +4 Number, Agency Location Code, Disbursing Office, and Credit Card. The Disbursing Office drop down menu depends on the Agency Location and is populated when the Agency Location Code is entered. When satisfied with entries, click on the Save button.

5.3.5 Delete Record

A user can delete an office from the Entity Information Page by clicking on the Delete Record button as shown in Figure 5-41.

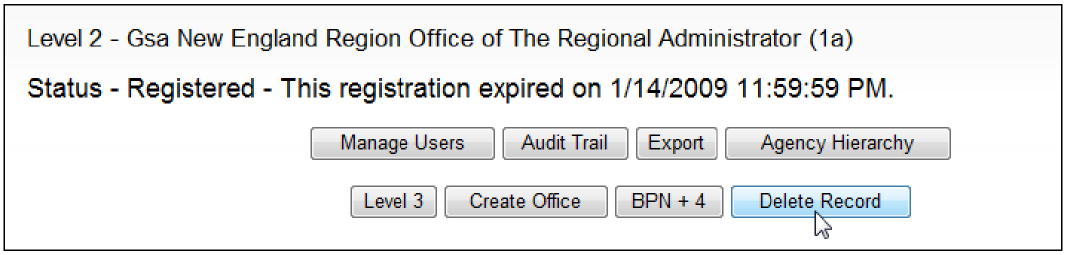


Figure 5 - 41. Delete Record Button

A Delete record confirmation page is displayed as shown in Figure 5-42.

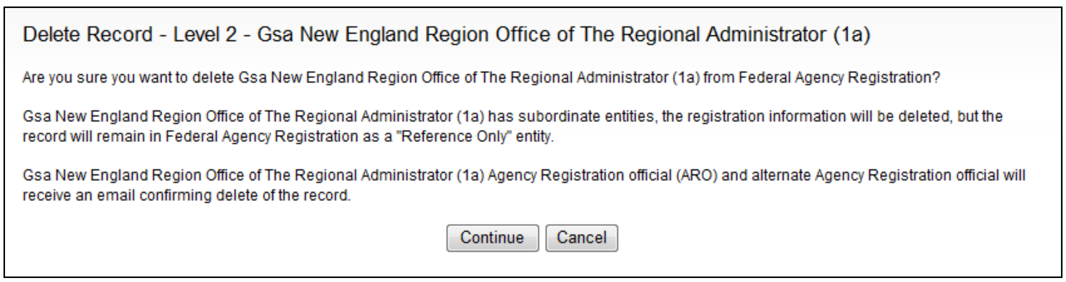
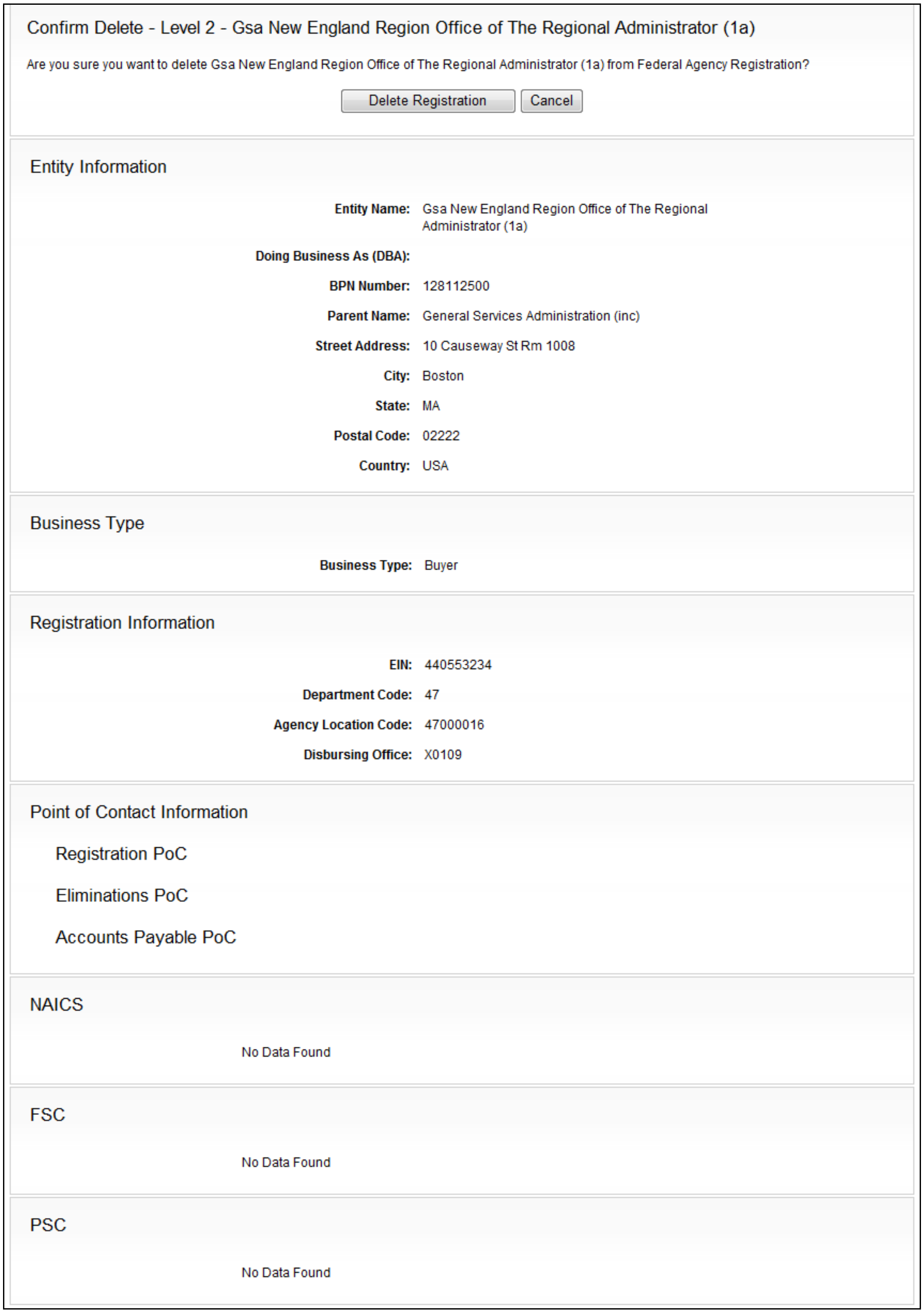


Figure 5 - 42. Delete Record Confirmation Page

If the office has subordinate entities, the registration information will be deleted, but the record will remain in FedReg as a “Reference Only” entity. If the office does not have any subordinate entities, the record will be deleted from the hierarchy and will not appear in search results but remains in the FedReg registry. Click Continue to proceed with delete. The Confirm Delete/Entity Information page is displayed as shown in Figure 5-43.



Confirm Delete - Level 2 - Gsa New England Region Office of The Regional Administrator (1a)

Are you sure you want to delete Gsa New England Region Office of The Regional Administrator (1a) from Federal Agency Registration?

Delete Registration | Cancel

Entity Information

Entity Name:	Gsa New England Region Office of The Regional Administrator (1a)
Doing Business As (DBA):	
BPN Number:	128112500
Parent Name:	General Services Administration (inc)
Street Address:	10 Causeway St Rm 1008
City:	Boston
State:	MA
Postal Code:	02222
Country:	USA

Business Type

Business Type: Buyer

Registration Information

EIN:	440553234
Department Code:	47
Agency Location Code:	47000016
Disbursing Office:	X0109

Point of Contact Information

Registration PoC

Eliminations PoC

Accounts Payable PoC

NAICS

No Data Found

FSC

No Data Found

PSC

No Data Found

Figure 5 - 43. Confirm Delete —Entity Information Page

This page lists the information you will lose if you delete this entity. If you are sure you want to delete this record, click the Yes button. The AROs will receive an email confirming delete of the record. The Record Access Page, Figure 5-18, is displayed.

Reactivate Entity

The process to reactivate an entity will depend on the type of entity it is. There are two different circumstances under which to reactivate an entity. The first is reactivating an entity that is a "Reference Only" entity and has subordinate entities associated with it. The other circumstance is reactivating a deleted entity that does not have subordinate entities associated with it.

Reference Only. When a record that has subordinate entities associated with it is deleted from FedReg, the record remains in the FedReg database and remains on an organization's hierarchy expanded list as shown in Figure 5-44.

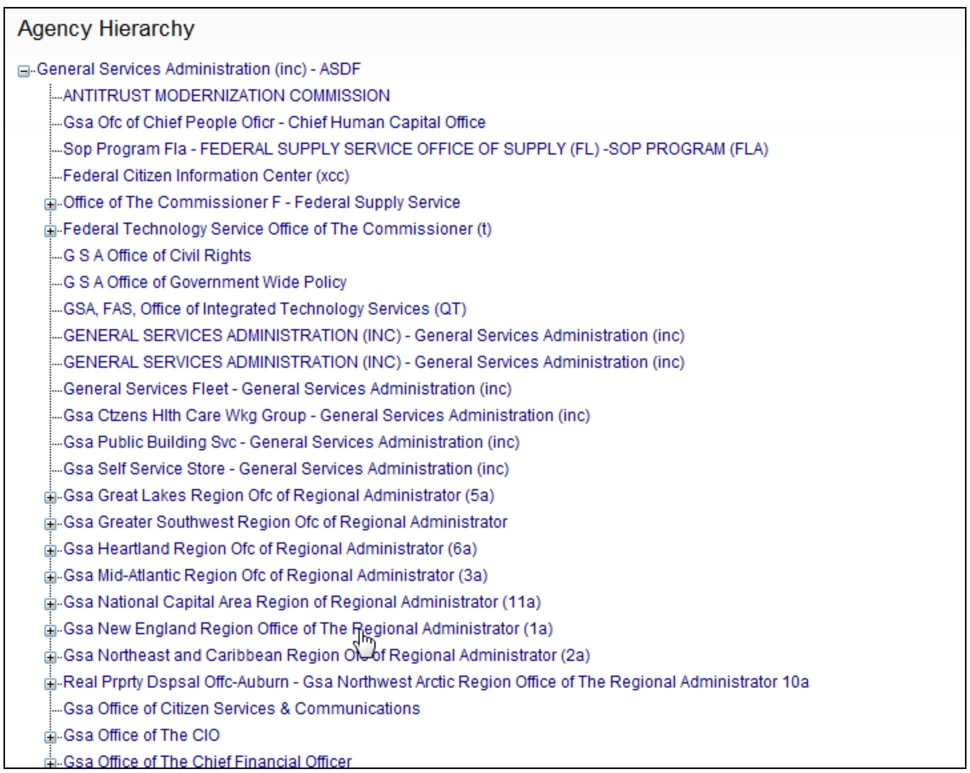


Figure 5 - 44. Deleted Entity on Hierarchy List

To reactivate this record, select the agency from the hierarchy list to display the Reference Only Entity Management page as shown in Figure 5-45.

Figure 5 - 45. Reference Only Entity Information Page

Notice that the status of the record is "Reference Only" and the Register Entity button in the Entity Information box is now activated. Click on the Register Entity button to reactivate this entity. The Business Type selection page is displayed as shown in Figure 5-46.

Figure 5 - 46. Business Type Selection Page

Select the appropriate category from the drop-down menu and click the Save button. The entity is reactivated, and the Entity Management page, as shown in Figure 5-37, is displayed for that entity.

Undelete a Deleted Entity. To undelete an entity, go to the Entity Management screen for the parent entity of the deleted entity and proceed as for creating a new office. Select the Create Office button, Figure 5-34, from the button selection at the top of the Entity

Information page. The Create New Entity page is displayed as shown in Figure 5-35. (Note: You must have access to this entity in order to perform this procedure.)

Enter the BPN Number of the entity and click the Continue button. An Undelete Entity page is displayed as shown in Figure 5-47.

Figure 5 - 47. Undelete Entity Page

FedReg searches its database and finds the deleted record and displays the current information for the entity. Click the Continue button to reactivate the entity. The Entity Information Page is displayed similar to Figure 5-37.

5.3.6 Manage Users

AROs also have the ability to manage users' access to records within their own agency. As an ARO, you may delegate access to a user, delete a user from the system, or remove or modify a user's access from an entity. If a user is deleted, the deleted user must request access to regain entry to the system. If a user's access is removed, that user no longer has access to the entity but is still allowed access into FedReg.

The Manage Users page will not display the agency tree view for a pending user. Once the user is activated, the agency tree view will be displayed.

Delegating Access

AROs have the ability to delegate users' access to entity records within their own agency. The individual you wish to receive the access will first need to visit the site and request access (See the Access Control section, Section 4.1.2.). To begin delegation, the ARO should visit his or her Record Access page and select the entity name to which the access will be given as shown in Figure 5-48.

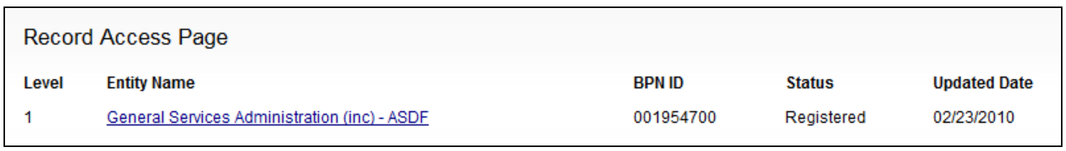


Figure 5 - 48. Record Access Page

Then, choose the Manage Users button found at the top of the page as shown in Figure 5-49.

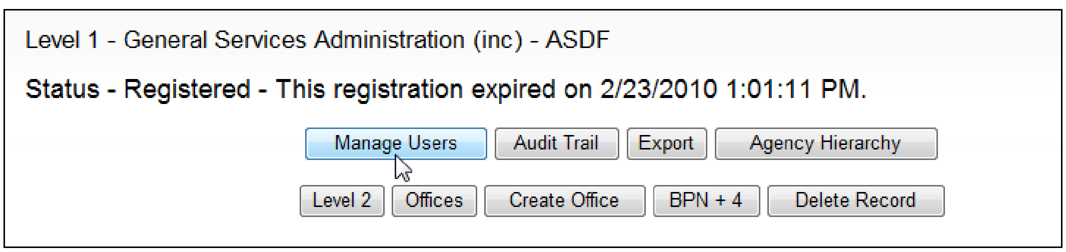


Figure 5 - 49. Manage Users Button

A list of all users—active, pending, inactive, and suspended—registered under this entity is displayed on the Manage Users page as shown in Figure 5-50.

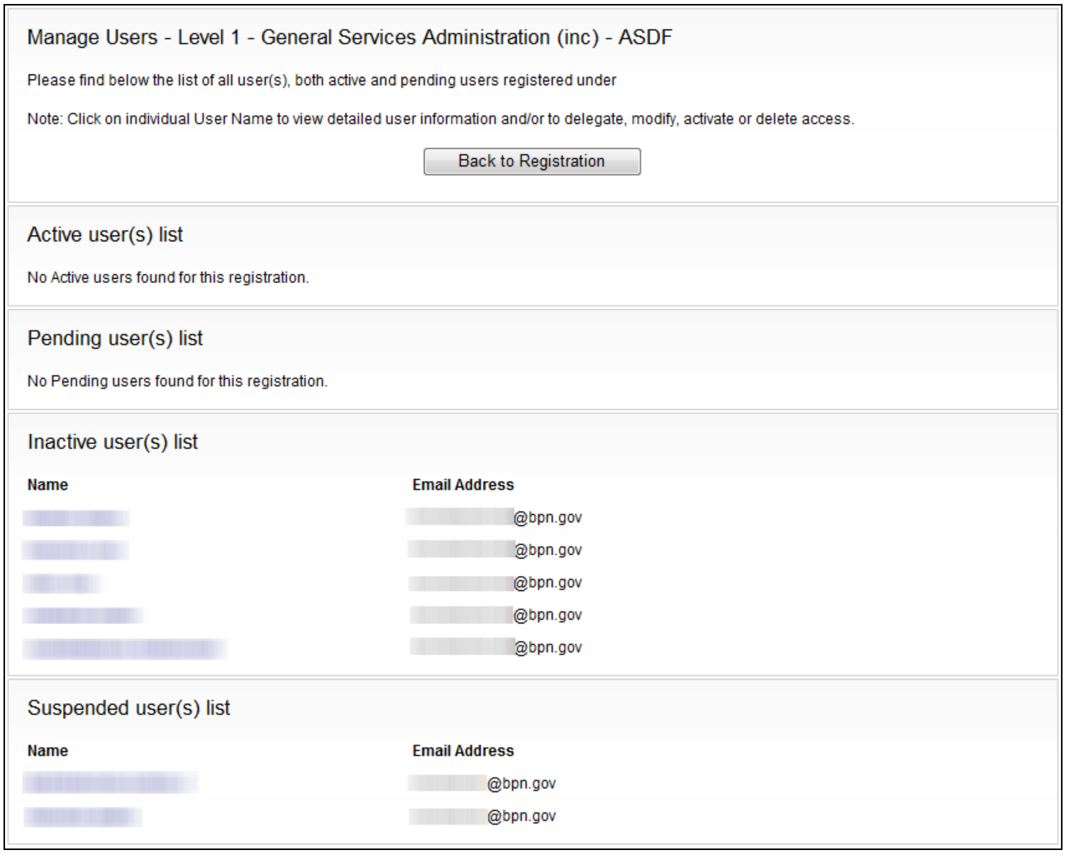


Figure 5 - 50. Manage Users Page

User status is described below:

Active: Users who have been approved in BPNSE Registration System (BRS), assigned agencies, account is in good status, and whose passwords are up to date.

Pending: Users who have not yet been approved in BRS

Inactive: 1.) Users who have been approved in BRS, assigned agencies, account is in good status, but their passwords have expired. 2.) Users who have been approved in BRS but do not have any agencies assigned become "Inactive" users.

Suspended: Users who had been approved in BRS, but have since been suspended.

When the user name hyperlink is clicked, the User Information page is displayed as shown in Figure 5-51.

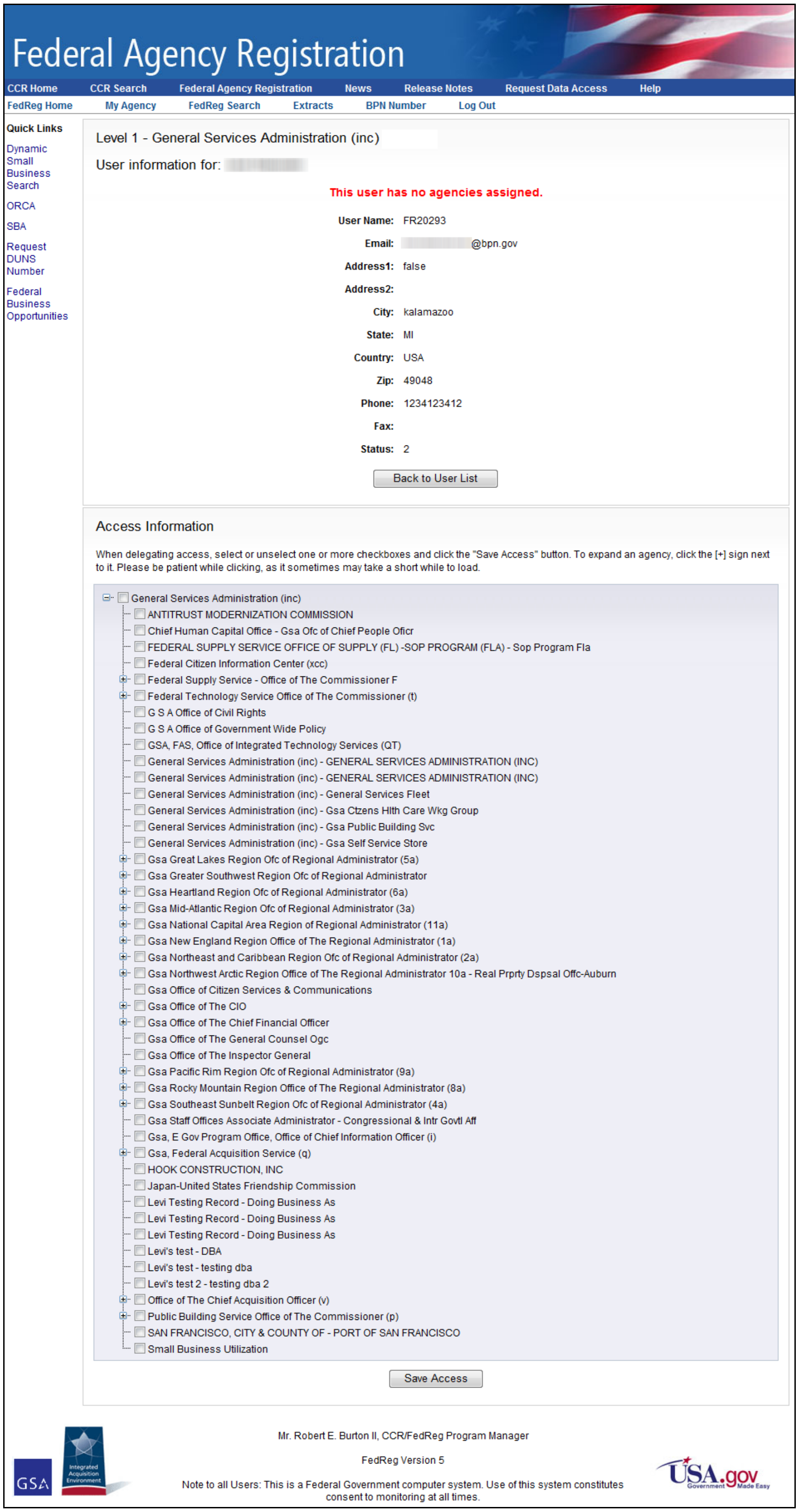


Figure 5 - 51. User Information Page

A user profile is shown on the top half of the page and access information is displayed at the bottom.

Action buttons are displayed on the User Information page according to the user's access level. Possible buttons are Save Access, Back, My Agency, and Agency Hierarchy.

a. Use the Save Access button to delegate access to a user. To delegate access, select any checkbox and click the "Save Access" button. If a parent entity (entity with + sign) is selected, all the child entities under that parent entity are selected as well.

   When satisfied with agencies selected, click on the Save Access button. Access for that user is modified.

b. Use the Back to User List button to return to the previous page.

c. Clicking the My Agency link displays the Record Access Page as shown in Figure 5-18.

d. Click on the Agency Hierarchy button to display the Agency Hierarchy page with a list of the entities under the agency as shown in Figure 5-52.

Figure 5 - 52. Agency Hierarchy Page—Expanded

Click on the entity name to view the Entity Information page for that entity.

5.3.7 Audit Trail

The audit trail tracks activities that take place in the entity. To view the audit trail for any given entity, click on the link at the top of the page from the Entity Information page as shown in Figure 5-53.

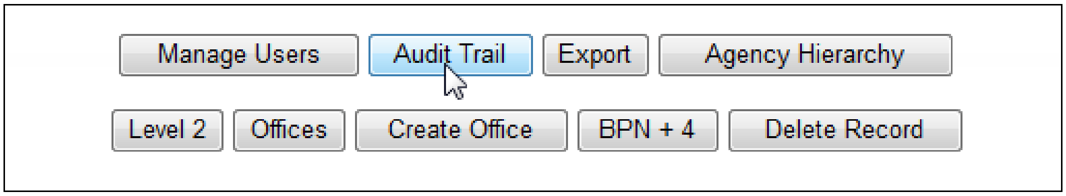
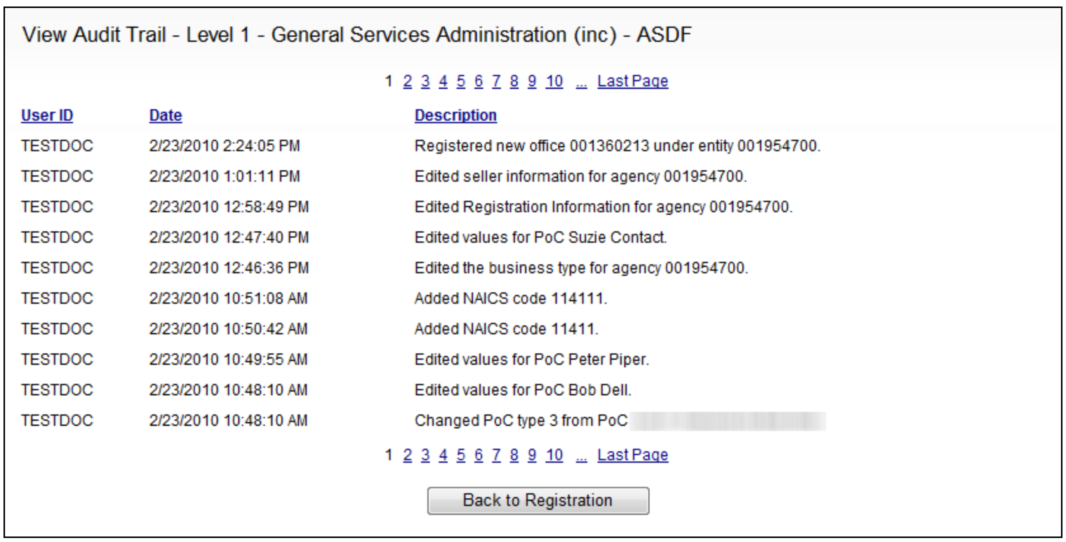


Figure 5 - 53. Audit Trail Button

The FedReg system tracks all changes to a record, including who made it. So you will be able to see who changed the record last, the date the change was made, and a description of the action. A sample of a section of the Audit Trail page is shown in Figure 5-54.


View Audit Trail - Level 1 - General Services Administration (inc) - ASDF

1 2 3 4 5 6 7 8 9 10 ... Last Page

User ID	Date	Description
TESTDOC	2/23/2010 2:24:05 PM	Registered new office 001360213 under entity 001954700.
TESTDOC	2/23/2010 1:01:11 PM	Edited seller information for agency 001954700.
TESTDOC	2/23/2010 12:58:49 PM	Edited Registration Information for agency 001954700.
TESTDOC	2/23/2010 12:47:40 PM	Edited values for PoC Suzie Contact.
TESTDOC	2/23/2010 12:46:36 PM	Edited the business type for agency 001954700.
TESTDOC	2/23/2010 10:51:08 AM	Added NAICS code 114111.
TESTDOC	2/23/2010 10:50:42 AM	Added NAICS code 11411.
TESTDOC	2/23/2010 10:49:55 AM	Edited values for PoC Peter Piper.
TESTDOC	2/23/2010 10:48:10 AM	Edited values for PoC Bob Dell.
TESTDOC	2/23/2010 10:48:10 AM	Changed PoC type 3 from PoC

1 2 3 4 5 6 7 8 9 10 ... Last Page

Back to Registration

Figure 5 - 54. Audit Trail Page

There is a Back to Registration button at the bottom of the page to return to the Entity Information Page. The Audit Trail page can display ten events on one page. Use the navigation links at the top and bottom of the page to navigate through multiple pages.

5.3.8 Search

The FedReg site is searchable. As a user, you have two different options to search and locate information. Please note: you may view entity information but may not edit or change the information if you do not have access to that entity. Note that this functionality is only available to users who are either currently logged in or are coming from a .mil or .gov domain.

The first Search button is on the Home page in the Search Only section as shown in Figure 5-12. The Home page Search Only section also includes a button to search the CCR database. Click on the search button from one of two different locations once signed in to FedReg.

The FedReg search link is located on the menu bar on the top of the page as shown in Figure 5-55.

Figure 5 - 55. FedReg Search Link

The FedReg Search link displays the Search FedReg page shown in Figure 5-4.

Enter criteria in one or more fields to search on. Click the “Submit” button. If you would like to clear all fields and re-enter your search criteria, click “Reset.” Clicking the Back button displays the previous page.

> Note: If you search by only the Agency Name, you may receive a very large amount of data that will take more than a few seconds to retrieve. Please narrow your search if possible.
>
> Note: Fields labeled with "Begins with" will return result sets that start with the data entered by the user. For example, if the user enters 0032 in the BPN Number search box, the system will return entities with BPN Number that begin with 0032 like 003255643, 003252572, etc.

Your results will display the entity’s BPN ID, status, entity name, level, and the name of the Agency to which it belongs as shown in Figure 5-56.

Search Results

1 2 3 4

BPN ID	Status	Entity Name	Level	Agency Name
DODCH00MX		CORPORATE SERVICE	4	CORPORATE SERVICE
DODCH00V4		CORPORATE SERVICE SUPPLY AND MFG CO	4	CORPORATE SERVICE SUPPLY AND MFG CO
DODCH00VL		CORPORATE SERVICE SUP AND MFG	4	CORPORATE SERVICE SUP AND MFG
DODCH010R		CORPORATE SERVICE SUP AND MFG	4	CORPORATE SERVICE SUP AND MFG
DODCH0LFP		DAYTON T BROWN INC	4	DAYTON T BROWN INC
DODCH0NLW	Registered	XR DAYTON T BROWN INC	4	XR DAYTON T BROWN INC
DODCH0PX3	Registered	XR AEROSPACE AVIONICS INC	4	XR AEROSPACE AVIONICS INC
DODCH0SXW		CORPORATE SERVICE SUPPLY & MANUFACT	4	CORPORATE SERVICE SUPPLY & MANUFACT
DODCMA08U		ISLAND COMPONENTS GROUP INC	4	ISLAND COMPONENTS GROUP INC
DODEY1840		SMITHS AEROSPACE INC EY1840	4	SMITHS AEROSPACE INC EY1840

1 2 3 4

Modify Search New Search

Figure 5 - 56. Search Results Page

To view the Entity Information Page for this agency, click on the agency's BPN ID. If you do not have access to this entity, your view will be read only.

Note: If you search on a BPN ID or any criteria with a single result, your search result will be similar to Figure 5-56 except that it will only have the one result on it.

Click on the Modify Search button to modify the current search. Click on the New Search button to start a new one.

5.3.9 Export Function

You are able to view the Entity Information page in an Excel spreadsheet format. To do this, click on the Export button as shown in Figure 5-57.

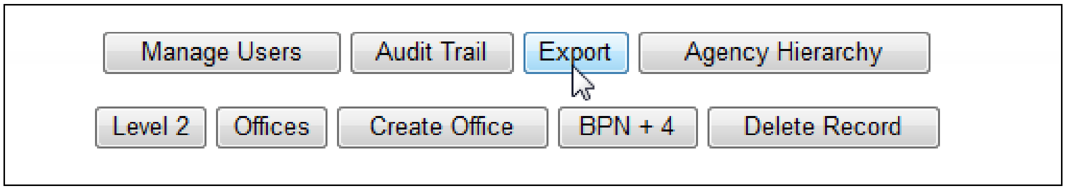


Figure 5 - 57. Export Function Button

A File Download dialog box is displayed as shown in Figure 5-58.

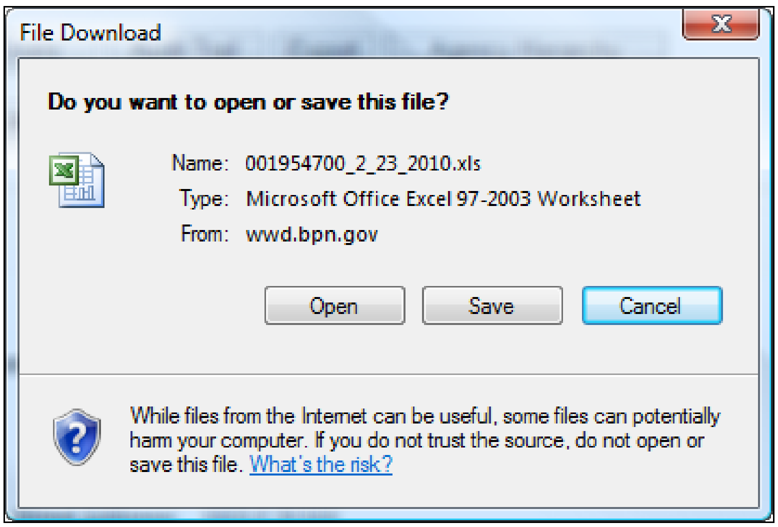


Figure 5 - 58. File Download

Action Options are Open and Save. Clicking Open will open the file in a Microsoft Excel spreadsheet format; and clicking Save will display the Save As dialog box. Select a location to save the file and either accept the File name given or give it another name. Click the Save button. Note: you must have Microsoft Excel to view the spreadsheet. If you do not have Excel, you will be asked if you want to download the information and save it in another format. One possible option for saving and viewing in another format is Notepad.

5.3.10 Agency Hierarchy

To display the organizational hierarchy of the entity you are currently viewing, click on the Agency Hierarchy button as shown in Figure 5-59.

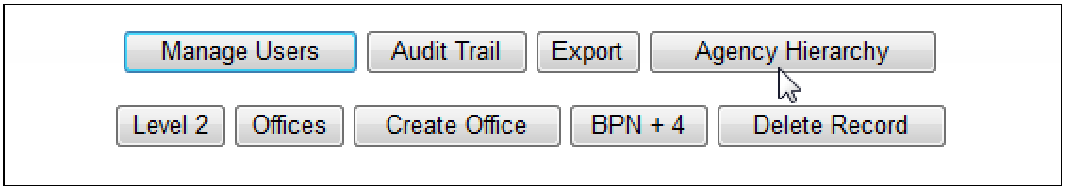


Figure 5 - 59. Agency Hierarchy Button

The Agency Hierarchy page is displayed as shown in Figure 5-60.

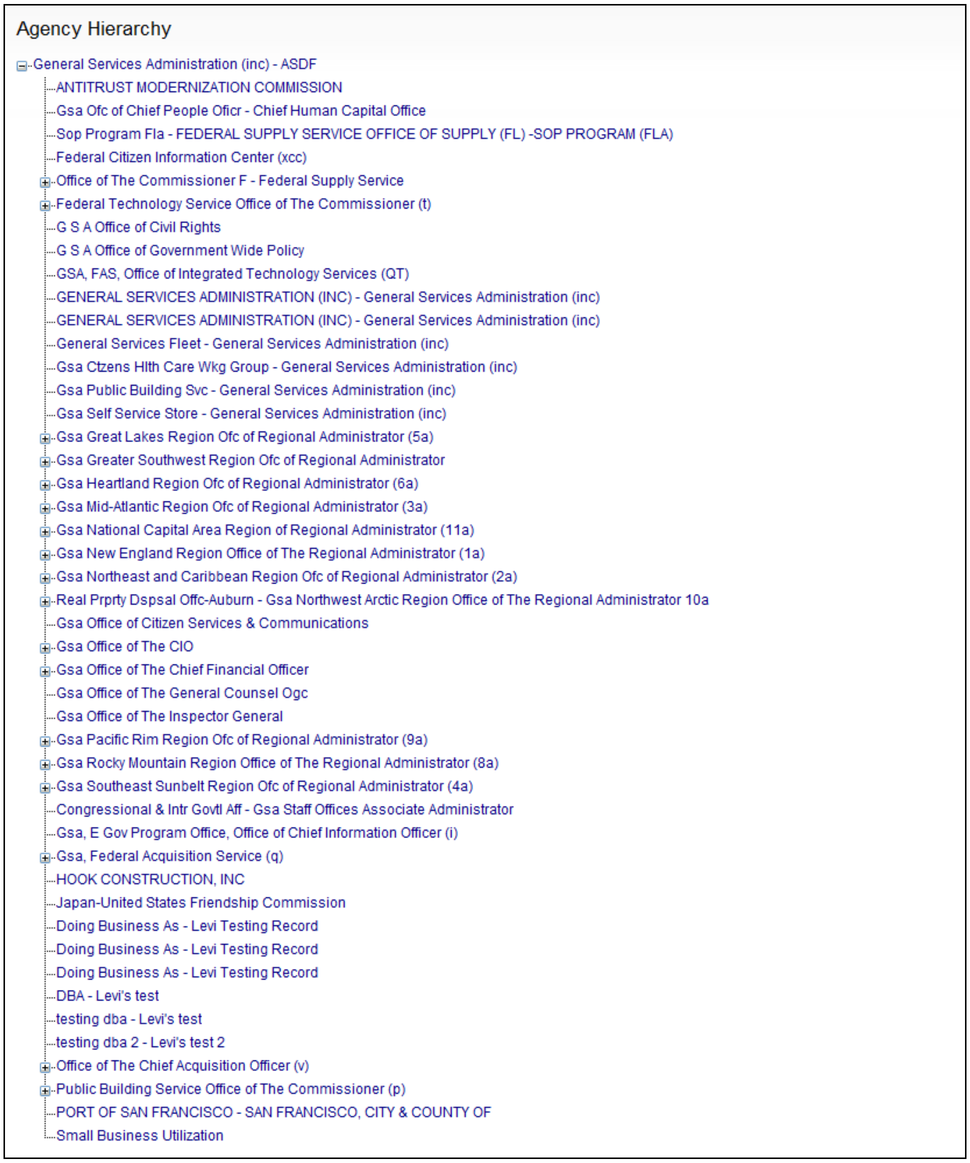


Figure 5 - 60. Hierarchy Displayed

Each office on the hierarchy is a hyperlink to the Entity Information page for that entity.

5.4 Related Processing

None

5.5 Data Backup

Data backup is not applicable to the user since the database tables do not reside on the user's workstation.

5.6 Recovery from Errors, Malfunctions, and Emergencies

We hope this guide has been helpful to you as you navigate the Federal Agency Registration System. If you still have questions, please refer to one of our other Help Topics or Contact Us.

If the user's workstation or software used to access FedReg experiences an error or malfunction, consult the documentation or contact technical support for that station.

5.7 Messages

All error messages, diagnostic messages, and information messages are self-explanatory.

6. NOTES

See Appendix A for acronyms and definitions. See Appendix B for Upgrade Information.

APPENDIX A—ACRONYMS

A	Alpha
A/N	Alpha/Numeric
ABA	American Bankers Association
ADPFSR	Automated Data Processing Facility Security Representative
ARO	Agency Registering Official
ASR	Authorized Security Representative
Auth	Authorized
BINCS	Business Identification Number Cross-reference System
BPNSE	Business Partner Network Support Environment
CAGE	Contractor and Government Entity
CCR	Central Contractor Registration
CCRINQ	CCR Inquiry
DAASC	Defense Automated Addressing System Center
DBA	Doing Business As
DFAS	Defense Finance and Accounting Service
DISA	Defense Information Systems Agency
DLA	Defense Logistics Agency
DLAR	Defense Logistic Agency Regulation
DLIS	Defense Logistics Information Service
DoD	Department of Defense
DODICS	Department of Defense Interest Computer System
DSN	Defense Switched Network
DUNS	Data Universal Numbering System
DUNS+4	Data Universal Numbering System plus 4 additional numbers
ECPN	Electronic Commerce Processing Node
EDI	Electronic Data Interchange
EFT	Electronic Funds Transfer
Elec	Electronic
FedReg	Federal Agency Registration
FLIS	Federal Logistics Information System
FSC	Federal Supply Classification
GAO	General Accounting Office
GSA	General Services Administration
GUI	Graphical User Interface
ID Nbr	Identification Number
Info	Information
Int’l	International
IVR	Interactive Voice Response
JECPO	Joint Electronic Commerce Program Office
KBPS	Kilobytes per second

LAN	Local Area Network
LOGRUN	Logistics Remote Users Network
M	Mandatory
MB	Megabytes
N	Numeric
NAICS	North American Industry Classification System
O	Optional
OPT	Option
OS	Operating System
PLUS 4	Plus 4 additional numbers
PMO	Program Management Office
PSC	Product Service Code
RAC	Registration Assistance Center
Recvg	Receiving
Reg	Registered
SBA	Small Business Administration
SIC	Standard Industrial Classification
SSDD	System/Subsystem Design Description
SSL	Secure Sockets Layer
SSN	Social Security Number
Submtg	Submitting
SUM	Software User Manual
Tax ID	Tax Identification
TCP/IP	Transmission Control Protocol/Internet Protocol
TIN	Taxpayer Identification Number
TP	Trading Partner
TPIN	Tax Payer Identification Number
TPP	Trading Partner Profile
User ID	User Identification
VAN	Value Added Network

APPENDIX B—UPGRADE INFORMATION

WHAT'S NEW IN VERSION 2.1?

If you are a regular user, you may have noticed some changes on our site. We have enhanced the site to better serve you and to support our site's goals of:

1. Improving the ease of registration
2. Helping government buyers and sellers locate one another
3. Providing quality data for federal financial reconciliations.

Here are some highlights:

Search Other Agencies

You can now find information on potential trading partners using our Search function. Search by Entity Name, DUNS Number, NAICS code, and more!

New User Management Functions

No more clutter on your user lists! You can now remove a user's permissions by Using our Remove All Access function. AROs can also delete users entirely from the system.

Forgot Your Password?

No worries! You can now enter a "Favorite Question" or "Favorite Answer" to your User Profile just in case. Answering this question correctly will enable you to reset your password.

NAICS and FSC/PSC Lookup

Not sure what codes best represent your line of business? Use our new NAICS and FSC/PSC look up tables on the Data Elements Help page.

View and Export Data to Excel

You can now see read-only views of your and other agencies' registrations. Click on the new "Export" button to automatically create an Excel spreadsheet populated with this information.

Create a DUNS+4

Do you use more than one ALC or DO in the same office? You can now create a DUNS+4 record to distinguish between the two. See our DUNS+4 page for more information.

Improved Navigation… and More!

WHAT'S NEW IN VERSION 3.0?

Email Notifications

When a user requests access, the ARO now receives a notification email stating that someone has requested access.

Search Only

FedReg now has search only capabilities for users from .gov and .mil domains that are not registered on FedReg. Search only is available from the home page and will display results in a read-only format.

Create Office

Want to create a new office without drilling through the Agency and Bureaus? There is now a "Create Office" link from the Agency Record Access Page.

Points of Contact

While creating Points of Contact for your entity, you can now save the information and return to complete later.

Footers

For ease of use throughout FedReg, there are now navigation footers at the bottom of each page.

WHAT'S NEW IN VERSION 4.0?

Home Page

The new Home Page now fits onto one page without the user needing to scroll. The Search Only function is now emphasized at the top of the Home Page.

Request Access Page

There are now additional questions new users must answer to aid AROs in delegating access.

Organizational Hierarchy

Entities no longer need to fit into the three categories: Agency, Bureau, and Office. Entities follow the Dun & Bradstreet hierarchy. They are now labeled by levels and will go down as many levels as needed: Level 1, Level 2, Level 3, etc. The Organizational Hierarchy was formerly referred to as the DUNS Hierarchy.

Automatic Synchronization with the DUNS Trees

Now you don't have to enter the linkage information for your entity - it is brought over automatically from Dun and Bradstreet.

DUNS Number

DUNS numbers are referred to as BPN Numbers. A BPN Number can be a DUNS number, a DoDAAC number, or a Trading Partner Number.

Search

There is now an option to Search on BPN +4.

Entity Info Page

This page has a new layout. The entity's information is now contained on one page, allowing the user to edit and view information without drilling through multiple screens.

Record Deletion

Now AROs can delete an entity registered in error or when an entity closes.

Improved User Management

Manage your user accounts from a single page--approve, modify, and remove access more streamlined and user friendly.

Data Validation

Entries for ALC, DO, NAICS, FSC, PSC, and Zip Code are all validated against source data to ensure more accurate data.

Judicial and Legislative Branches available

Now Judicial and Legislative Branch entities can register.

WHAT'S NEW IN VERSION 5.0?

FedReg/CCR Search Merge

FedReg records can now be found using the CCR Search tool. CCR Search will pull CCR records and FedReg records on search results.

New Look and Feel

The look and feel of FedReg is now more compatible with CCR.

New Registration Process

Fed Reg now uses the BPNSE Registration System (BRS) for user registration.

We hope that you will find these changes beneficial. If you have any questions, please contact our support resources. The following resources are available.

- For general questions about the site or to contact your Agency Registration Official, please call the Federal Service Desk at 866-606-8220 or 334-206-7828, Option 2, between the hours of 9 AM and 5 PM EST, or email Technical Assistance Team.
- For password resets/assistance, contact BPNSE Accounts at Accounts@bpn.gov or call 269.961.4567 or DSN 661-4567. Please provide your name, phone number and User ID.
- If you are experiencing technical difficulties or wish to enter comments or suggestions on the site, please contact the webmaster at webmaster@bpn.gov.